

# Technology Plan

## East Jackson Community School

1404 North Sutton Road  
Jackson, Michigan 49202  
517-764-2090

District Website: <http://ejs.k12.mi.us/>

Tech Plan URL:

District Code: 38090

Jackson County ISD Code: 38-000

Start Date: June 2006

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### **Technology Planning Committee**

Warren Smith	Technology Facilitator
Paige Conant	Elementary Library/Media Specialist.
Dawn Burris	Elementary Teacher
Bruce Popejoy	High/Middle School Library/Media Specialist
Mary Lee Clark	Middle School/ High School Computer Teacher
David Hoipkemier	High School Computer Teacher
Kristi Grayer	High School Computer Teacher

# East Jackson Community Schools

## Demographics

### District Profile

East Jackson Community Schools is located in southern Mid-Michigan in Jackson County. Currently, East Jackson Community Schools supports the education of over 1,550 full time students, and provides many continuing educational opportunities for the surrounding community.

<b>Building</b>	<b>Grade</b>	<b>Students</b>	<b>Teachers</b>	<b>Socioeconomics Status</b>
East Jackson High School 1566 N. Sutton Road Jackson, MI 49202	9-12	520	30	34% NSLP Eligible
East Jackson Middle School 4340 Walz Road Jackson, MI 49202	6-8	357	23	44% NSLP Eligible
Bertha Robinson Elementary School 5400 Seymour Road Jackson, MI 49202	K-5	327	15	38% NSLP Eligible
Memorial Elementary School 345 N. Dettman Road Jackson, MI 49202	K-5	361	23	58% NSLP Eligible
East Jackson Central Office Administration Building 1404 N. Sutton Road Jackson, MI 49202				

### District Mission Statement

Premised on the belief that all children can learn, we believe that as a result of education in the East Jackson Community School district our student(s) shall attain the following desired broad educational outcomes necessary to function in the 21<sup>st</sup> century:

- Self direct learner
- Lifelong learner
- Collaborative worker
- Emotionally, socially and physically well balanced citizen
- Community contributor
- Complex thinker
- Quality Producer

# East Jackson Community Schools

## Visions and Goals

### **Background of your technology planning initiative:**

East Jackson Community Schools has had a "LAN" operational since the 1980's. The current Ethernet based networks provide a full range of services including application usage, e-mail, financial and student management, Internet and printer sharing. Upgrades to this existing technology will be as needed to expand and enhance the basic system.

It is a goal of the district to upgrade the current telephone system to a state of the art system that allows direct communication with every classroom. Direct telephone access to every teacher is critical in emergency situations, as it will allow for direct communication to the office. Direct communications will also assist the district in its continuing goal of providing instruction to the students in a partnership with the parents. Accessible, frequent, and convenient communications with the parents and teachers will enhance and expand the instructional goals of the district. Communications will increase an already strong bond between the community and the schools for the good of the students and the future.

Internet access has already been achieved in every classroom in the high school and middle school buildings. A goal of East Jackson Community School is to bring Internet access to each classroom and office in the district. Our first step to achieve this goal would be to connect all of the LANs within the district into one Wide Area Network. Additional upgrades will be required for the existing district LANs to achieve this vision.

### **Technology Vision/Mission Statement:**

The East Jackson Community School District will utilize technology to enable students to access, retrieve, process and manipulate information from state of the art information sources. Students, teachers, and parents will be able to communicate and exchange information and ideas with one another and with students, teachers, and experts from around the world. When students graduate from East Jackson Community Schools they will be confident in the utilization of current and future technologies.

How the technology plan ties in with the district mission and school improvement plan:

Major goals of the technology plan:

- Facilitate the use of technology into all grades and subjects
- Keep technology current within the district and in support of the curriculum
- Provide direction in professional development opportunities

Goals for district staff and students:

- Develop competence in all appropriate technologies
- Embrace real world and classroom opportunities to utilize technology in all grade levels and subjects as it is deemed beneficial to the learning experience

## **Curriculum - Part I**

### **A. Curriculum Integration**

# Technology Integration into All Content Areas

## - **Language Arts**

Elementary	Middle School	High School
<p>Word Processing, spell check, thesaurus and grammar checking software used in the writing process</p> <p>Organize, track, investigate and communicate progress in reading with databases and spreadsheets (Accelerated Reader)</p> <p>Intervention, remediation, and reinforcement of language arts skills</p> <p>Multi media reports and productions with graphics, text, and sound using PPT or Kid Pix</p> <p>Creation of timeline of events</p> <p>Desktop publishing of documents, reports and other published materials</p> <p>Vocabulary review via computer</p>	<p>Word processing, spell check, thesaurus and grammar checking software used in the writing process.</p> <p>Database and telecommunications for research and communications.</p> <p>Outline/brainstorm software and CD-ROMs for writing.</p> <p>Multimedia projects with graphics, text, and sound.</p> <p>Desktop publishing of newspaper.</p> <p>Desktop publishing of documents, reports and other published materials.</p> <p>PDA integration for sending, revising and editing documents.</p> <p>Videotapes and cassettes to enhance visual understanding.</p>	<p>Word processing, spell check, thesaurus and grammar checking software used in the writing process.</p> <p>Database and telecommunications for research and communications.</p> <p>Outline/brainstorm software and CD-ROMs for writing.</p> <p>Multimedia projects with graphics, text and sound.</p> <p>Creation of timeline of events.</p> <p>Desktop publishing of newspaper and yearbook on computer.</p> <p>Enhance photographs.</p> <p>Video productions in Multi-media Production class.</p>

## Math

Elementary	Middle School	High School
<p>Database and spreadsheet software for research</p> <p>Intervention, remediation and reinforcement of software for skill development</p> <p>Simulation software used in problem solving</p> <p>Computer generated graphs</p> <p>Instructional resources on videotape, videodisc, and instructional television</p> <p>Multimedia software and hardware for use in student reports</p> <p>Optical technologies for research and analysis</p> <p>Review of basic skills and concepts using computer-based resources</p>	<p>Spreadsheet to solve problems.</p> <p>PDA integration for math process, procedures and sharing information.</p> <p>Reinforce basic skills with computer software.</p> <p>Computer generated graphs.</p> <p>Special "word processing" with math symbols.</p> <p>Graphing calculators to discover concepts visually.</p>	<p>Spreadsheets to solve problems.</p> <p>Graphing programs to discover concepts visually.</p> <p>Programming.</p> <p>Probability simulations.</p> <p>Special "word processing" with math symbols.</p> <p>Mathematical software used in classrooms.</p> <p>Reinforce computer basic skills with computer software</p>

## - Arts (with Music)

Elementary	Middle School	High School
<p>Computer drawing for creative expression</p> <p>Multi media production and portfolios</p> <p>Use of animation software</p> <p>Art history and appreciation involving sources on video and CD-ROM</p> <p>Creative music expression using multimedia resources</p>	<p>Compact disks on musical classics with analysis and history of writing.</p> <p>Videos and CD-Rom for art appreciation.</p> <p>Develop music library.</p> <p>Videos and compact disks for music appreciation.</p> <p>Database and telecommunication for research.</p>	<p>Computer drawing with geometrical shapes or freehand.</p> <p>Scanning images and enhancing on computer.</p> <p>Animation.</p> <p>Enhance photography.</p> <p>Create multimedia portfolios.</p> <p>Database telecommunications research.</p> <p>Compact disks on musical classics with</p>

analysis and history of writing.  
 Play & perform music.  
 MIDI interface to control music synthesizer.  
 Develop music library.  
 Software to help plan marching band formations/transitions.

## Special Education

Elementary	Middle School	High School
	Computer software for remediation.  Technology as tool to accomplish required objectives. Kurzweil software to scan text to make it audible. Video and CD-ROM for remediation skills. Special sound equipment for hearing impaired.	Computer software for remediation.  Use technology as a tool to accomplish required objectives.

## Science

Elementary	Middle School	High School
	Database and telecommunications for research. Multimedia projects with graphics, text and sound. Computer probes for measurement/analysis PDA integration for word processing, concept mapping, animation of concepts, and sharing of information between students. Video and CD-Rom used to build skills in understanding of concepts. Troubleshooting to solve problems. Optical technologies for research and analysis.	Data base and telecommunications for research. Multimedia projects with graphics, text and sound. Computer probes for measurement/analysis Computer interface with lab instruments.  Gravity, projectile motion stimulations.  Troubleshooting to solve problems

## Social Studies

Elementary	Middle School	High School
	Telecommunications to use online resources Multimedia projects with graphics, text, and sound. Video and CD-Rom used to build skills in understanding of concepts. PDA for word processing and sharing files.	Telecommunications to use online resources. Multimedia projects with graphics, text, and sound.

## Industrial and Applied Technology

Elementary	Middle School	High School
		Principles of technology Robotics Computer aided drafting/computer aided Machining (CAD/Cam)

Computerized diagnostic devices  
 Career exploration software  
 Monitoring and feedback devices  
 Multimedia reports with graphics, text and sound  
 Video production utilizing various digital video applications and streaming video.

## Business

Elementary	Middle School	High School
		Computerized record keeping for accounting. Advanced word processing/publishing. Advanced database and spreadsheet applications Payroll, inventory management, and other business applications Optical technologies for research and simulation Keyboarding skills. Basic computer applications. Multiuse spreadsheets & formulas. General Business applications. Career Preparation research through computer software and internet resources.

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## World Languages

Elementary	Middle School	High School
	Foreign language word processors for writing. Vocabulary review via cassette. Use of videos in language studied to build skill in understanding daily language. Compact disks with digitized speech. Telecommunications for research.	Foreign language word processors for writing. Vocabulary review via computer. Introduction to languages via digitized voice. Compact disks with digitized speech. Telecommunications for research. Use of videos in language studied to build skill in understanding daily language.

### **B. Student Achievement**

#### **Technology Goals for Students:**

- All students will use technology to demonstrate learning in core content areas.
- All students will develop knowledge and use of technology in developing an Individual Education Plan.
- All students will access information via the Internet to complete assignments in core content areas.
- All students will explore legal and ethical issues surrounding the use of technology.

## **C. Technology Delivery**

At East Jackson Community Schools, the "acquired technologies" will only serve to enrich the already installed technology for K-12 students. The total (already installed and future planned) technology will insure that a broad-spectrum approach to classroom instruction is available to teachers and students at every level. Complete installation of the "Technology Plan" will permit curricular expansion and enrichment of every academic and elective subject. This curricular expansion is best demonstrated in the NCA Target Technology Goals, Computer Literacy Curriculum, and a computer skill graduation requirement. This academic instructional component is the first graduation requirement that could be certified by "competency based" evaluation or taken as a "distance learning" class from home using the student's computer and a connection to a district website. Laptop computers with built in modems are available to students on a "loan" basis for just this kind of instruction. Funding for the remote Internet connections would also be sought through USF discounts although "computers" are not now included in the USF guidelines. Other funds for disadvantaged students could be applied for, for this innovative instructional delivery method.

Every teacher in East Jackson Community Schools has at their immediate disposal, a Pentium (or newer) based computer with CD-ROM drive and sound card. These computers are loaded with a full "suite of software" providing multiple applications. These computers have e-mail, student management software, electronic grade book, and software specific to the individual teacher's assigned curriculum. These computers have the ability to display an image on a wall mounted classroom television or on a LCD projector. Every computer has access to a black and white or color laser printer and a shared high-resolution color scanner.

Future plans include for every teacher to have a telephone in his or her classroom or assigned office with voice mail capability. All of this technology is designed to enhance the instructional effectiveness of the teacher. This is achieved by helping teachers to become more efficient, to improve their ability to communicate, to expand their access to instructional resources and to broaden the teacher's ability to involve their students in the learning process. Student learning will improve by effectively expanding the delivery options available to the teacher as well as increasing student opportunities for individual and group learning.

## **D. Parental Communication & Community Relations**

East Jackson Community Schools' website (<http://ejs.k12.mi.us>) features district information, newsletters, and showcases students in the schools. Parents can learn about events and happenings in the school. Students have the opportunity to share their learning experiences with the community. East Jackson High School's on-line newspaper has received recognition at the state level as the recipient of the Spartan Award for school newspapers. School open houses, science fairs, "Family Reading" nights, and "Family Math" nights give parents and community members a chance to see the integration of technology in the curriculum. These events showcase student designed multimedia presentations, and published works, all created through the use of technology.

Parents and teachers of high school and middle school students can communicate about a student's progress or concerns by email.

## **E. Collaboration**

The East Jackson Community School District has a long "past" history of strong adult and community education programs. Prior to the funding cuts that nearly eliminated Community Education in the state of Michigan, East Jackson Community Schools served many adult students in a full range of effective instructional programs. These students had access to all of the resources that the daytime students had and every effort was made to provide a powerful, effective and potent curriculum. Today, East Jackson Community Education in collaboration with Jackson Public Schools, JCISD Career Center, and Napoleon

Community Schools refer our adults to these schools who provide East Jackson Community School District residents with meaningful educational opportunities.

Currently, East Jackson Community Schools opens its high school computer lab after school hours in an effort to make the technology available to members of the community. Within the lab, community members have access to a digital scanner, the Microsoft "Office 2000" suite of software, Internet access and other software applications. Future plans include extended computer lab hours, technology related classes, school staff available to answer questions, and additional school labs open for community use.

## **Professional Development – Part II**

### **F. Professional Development**

Within each school building, there are staff members who have a wealth of knowledge about computer systems. Most teachers have a natural curiosity for new knowledge. Teachers are well versed in many subjects and specialists in others. Many teachers have been on the ground floor of computers in the classroom and in fact have been very much responsible for the personal computers phenomenal growth in schools. Teachers have been a significant driving force behind the computer industry and have seen the computers potential as an efficiency booster, time saver and interest generator, for over 20 years.

Very often schools have found themselves formed into splinter groups of teachers with common interests that have little in common with each other. Departments are often developed to manage these groups and to help them focus their talents toward larger goals. Individually, teachers are resistant to "team building" activities because they have such different teaching assignments and hence different priorities. Schools and teachers often "by design" function as autonomous islands in a collective sea of knowledge. Teachers in schools are very independent and massing their individual talents into a collective energy toward a common goal is an uncommon experience. This is the challenge for professional development in technology.

Professional Development for technology will come from a few main sources. One is the hired specialist whose knowledge is so specialized that no other local source exists for this instruction. In these cases, specialists will be hired to present the information needed by staff. Professional development time will be scheduled and costs will be paid out of current professional development funds. The second type of professional development will come from an identified group of staff members. These staff members have shown an eagerness to be a part of the decision making process and to become involved in the technology. These teachers have agreed to take positions "up front" when new hardware or software is considered for the network. They will review the software or hardware before its distribution. From their experiences, purchasing recommendations are made. Once the hardware or software has been purchased, teams of users are trained to become resources for the remaining staff. The members of this staff team are selected from a broad representation of the different groups of the school. This "teachers teaching teachers" concept to professional development is cost effective, and extremely content effective. Teachers have access to a colleague; are trained to answer their questions; and have someone that can provide help. The help is in an unthreatening, nonjudgmental manner. This communication has the additional benefit of "educational cross pollination" where new ideas and applications can flourish. This can be the most important benefit among the many benefits that technology offers.

Teachers may also attend technology-related seminars, conferences, or classes in order to enhance their knowledge of the technology and how it can be integrated into their curriculum. The benefit in technology is realized when educators learn the technology and use it to the benefit of their students.

### **G. Supporting Resources**

Two of our four district buildings have participated in the summer Ameritech Training Academy and are

continuing to use this on-going program to improve the integration of technology in the curriculum. These alumni offer mini-workshops before and after school through out the district.

Through the Jackson County ISD, East Jackson Community Schools Staff participate in technology training classes held at the ISD and in our buildings. These classes have provided excellent small group instruction geared to targeted instructional needs.

Many of our staff members use the free training offer by Michigan Virtual University as a resource to learn new technology information.

## **Infrastructure – Part III**

### **H. Infrastructure Needs/ Technical Specification and Design**

#### **Voice Technology**

Each district building is equipment with a phone switch. Telephones are located in the offices and teacher workrooms. Each building has at least one FAX machine. Future technology plans include a phone in every classroom, giving teachers greater access to real-time parent/teacher communication.

#### **Data Technology**

The district's network technology is comprised of five Local Area Networks. The high school has a LAN running Windows Server 2000. This LAN supports curriculum-based applications, a UNIX based Internet server and administrative applications. The middle school has a LAN running Windows Server 2003 that supports both curricular and administrative applications. Robinson and Memorial elementary each have a LAN running Windows Server 2003 that supports both curricular and administrative applications. The fifth LAN running Windows NT 4.0 is located at the superintendent's office and supports the central office administrative applications for the district.

The building network topology consists of Ethernet networks utilizing Category 5 rated 100MB copper twisted pair backbones. Each computer is connected to the Ethernet network via 10MB or 10/100MB network interface card. . The middle school is connected to the Internet via a leased T-1 connection to the high school servers. The high school server is connected to a fiber link with the Jackson County ISD. Each high school and middle school networked computer is connected to the Internet via the UNIX based Internet server located at the high school.

Within each district building, teachers and administrators have access to a networked laptop or desktop computer in their work area. There are two main computer labs at the high school with two mobile computer carts. The middle school also has two computer labs consisting of networked IBM computers that are used for technology related instruction. The labs are available to students, faculty, staff, and community (after school) use. Instruction and Internet research occupies the majority use of the labs. Administrators and teachers have e-mail accounts through our servers. The district supports Microsoft Exchange/Outlook as the e-mail package. Each Windows compatible computer uses Microsoft Office as the standard instructional office suite software for the district. East Jackson Community Schools has also instituted a student checkout program for notebook computers at the high school.

#### **Video Technology**

Eighty-five percent of the district's classrooms have a mounted TV and VCR in the classroom with the remainder of the rooms having access to a mobile TV/VCR on a cart. Most of these mounted TV/VCR combinations are connected to local cable or Channel One for additional educational broadcasts.

Each building has several LCD projectors available for check out and can be connected to the IBM Laptops. This connection allows the teacher to display on a projection screen whatever is displayed on the teacher's monitor. This enables the entire class to view any Internet or software generated image that the teacher chooses to display. This "extra" use of the teacher's computer is a powerful interactive tool that will make classroom instruction come "alive". The Internet displayed for the class will create a "window onto the world"

that has never been approached by any other instructional method before.

The buildings also have image scanners and digital cameras. These image generators play an increasing important role in teachers' lesson plans as teachers incorporate student work or as students use the computers to generate projects. The student's ability to manipulate the written word and the visible images is critical to the student's overall understanding of the technology revolution we are now witnessing.

### **Technical Support**

Each district building has a technology contact person that is the first point of contact. Technology issues are submitted on a technology request form and evaluated by the Technology Facilitator. The Technology Facilitator determines how the request is to be addressed. Both in-house and contracted services are resources used to address the district's technology needs.

East Jackson Community Schools has a long relationship with, Analysts International Corp. of Lansing, Michigan. Their organization has been assisting area school districts since 1983. Their personnel have been a valuable resource to members of the teaching staff and administration on numerous occasions. Generally, if a question about hardware or networking comes up, Analysts International Corp. technicians can answer the questions over the phone or come out to perform the required solution. East Jackson Community Schools' Technology Facilitator and computer teachers shadow the technician when they are on-site to learn more about the network so that future support cost can be reduced.

The Jackson Intermediate School District provides monthly technology meetings for area technology directors to attend and collaborate with each other on technological issues. Jackson Intermediate School District also provides technology training for interested East Jackson Community School staff members on a variety of topics.

#### **I. Increase Access**

Each teacher, in every building, will have access to district-wide standardize software and computer equipment.

Each building will have at least one computer lab, a digital classroom telephone, and a computer in each classroom.

Assistive technology will be utilized whenever called for in IEP's.

### **Funding and Budget – Part IV**

#### **J. Budget and Timeline**

##### **Technology Funding:**

- The East Jackson Community School funds technology improvements, purchases, and maintenance through the use of General Funds, E-Rate discounts, Grants, and Federal funding provided through NCLB.
- These funds are allocated on an annual basis through a district wide budget allocation process that supports the school improvement process.
- The East Jackson Community School constantly seeks opportunities for grants that support the schools academic and technology goals.

##### **Total Cost:**

It is difficult to predict total costs in a fluid environment; however, East Jackson Community School is committed to providing the services described in this document to improve teaching and student achievement.

##### **Budget:**

The following budget is a basic outline and will be updated each fiscal year based on projected state funding.

<b>Budget Items</b>	<b>2003-2004</b>	<b>2004-2005</b>	<b>2005-2006</b>
Salaries	\$52,000.00	\$54,000.00	\$56,800.00
Benefits	\$29,230.00	\$30,990.00	\$33,200.00
Travel	\$500.00	\$550.00	\$600.00
Workshop/Conferences	\$600.00	\$650.00	\$700.00
Telephone/Internet	\$42,000.00	\$45,000.00	\$48,000.00
Hardware/Network Maintenance	\$20,000.00	\$33,000.00	\$34,000.00
Software License Agreements	\$10,000.00	\$11,000.00	\$12,000.00
Professional Development	\$1,200.00	\$1,500.00	\$1,800.00
Contracted Services	\$12,000.00	\$13,500.00	\$14,850.00
Capital Outlay	\$7,000.00	\$13,000.00	\$57,000.00

**Timetable:**

<b>Project Item - Timeline</b>	<b>06-07</b>	<b>07-08</b>	<b>08-09</b>	<b>09-10</b>	<b>10-11</b>
Replacement of M.S. Teacher Laptops	X				
Replacement of M.S. Computer Lab#1	X				
Replacement Robinson/Memorial Labs	X				
Digital Telephone System		X			
District Wide WAN		X			
Replacement of Ele. Teacher Laptops			X	X	
Replacement of H.S. Teacher Laptops					X

**K. Coordination of Resources**

Grant opportunities are an on-going part of East Jackson Community School’s technology funding sources.

Technology Bond Funds

USF funding - Each year East Jackson Community School applies for the E-rate discount from the Universal Service Fund program

Federal and State technology grants – Recently East Jackson Community School has been the recipient of two Technology Literacy Grants. East Jackson Community School continues to seek both competitive and non-competitive grants to improve the integration of technology.

**Monitoring & Evaluation – Part V**

**A. Evaluation**

East Jackson Community Schools has set up technology teams within each school building. These teams have been formed to undertake a couple of main objectives. The first task of each team, in conjunction with the Technology Facilitator, is to determine goals associated with the advancement of technology in each building. The technology goals will include integration into the school’s curriculum, for the maximum benefit of the students of East Jackson Community Schools. This technology plan has been compiled based on the evaluation and recommendations of these teams. Secondly, these teams will develop indicators related to each goal, to determine when each goal has been reached. As technological advances are made within each building, these teams will then evaluate the effectiveness of the advances, based on the established goals and benefit to the students. The Technology Facilitator will coordinate the goals of each building to ensure the district goals have been met.

Methods of evaluation will include surveys, student testing, and evaluation of indicators. Indicators will be related to each goal and component of East Jackson Community School's technology plan. For example, an indicator that technological professional development is effective may include an increase in computer lab sign out and use, for the purpose of integrating technology resources into lesson plans. An indicator that students have an increased knowledge of computers and computer applications may include an increased number of typed assignments being handed in or an increased usage of technical resources such as student use of laptop computers. Based on this information, the goals and plan may be updated or revised.

## B. Acceptable Use Policy

See Appendix A

# **Appendix A**

## **East Jackson Community Schools**

### **Acceptable Use Policy**

(Revised 06/2003)

### **Electronic Information Access and Use Policy**

East Jackson Community Schools (EJCS) encourages and strongly promotes the use of electronic information technologies in educational endeavors. The district provides access to information resources available in a variety of electronic formats, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment and assist them to become responsible, self-directed, life-long learners.

### **School District Responsibility**

EJCS is responsible for the management of the structure, hardware, and software that the district uses to allow access to information technologies for educational purposes. These include:

Assigning and removing of member accounts on the network(s).

Maintenance and repair of equipment that comprise the network(s).

Selection of software that the network will support.

Electronic Information Access and Use Policy.

Defining the rights/responsibilities of members.

Providing resources that support the mission of the school district.

Providing training opportunities on the use and application of information technology, including training and information on new technologies, software and media as they are acquired and put into use in the district.

Providing Technology Protection Measures, per the Child Internet Protection Act [CIPA], used to block or filter Internet access to pictures and content that:

- 1) Are obscene
- 2) Contain child pornography
- 3) Are harmful to minors

4) The district determines is “inappropriate for minors”

The district does not take responsibility for resources located or actions taken by the members that do not support the purposes of the school district.

## **EJCS Network Members**

All account holders on the EJCS Network will be granted access to all services the network offers. The following people may hold accounts on the EJCS Network:

Students - Students who are currently enrolled in the district may be granted a network account upon agreement to the terms stated in this policy.

Faculty and Staff - Staff members currently employed by the district may be granted a network account upon agreement to the terms stated in this policy.

Others - Anyone may request a special account on the EJCS network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

## **Rights and Responsibilities of EJCS Network Members**

### **Rights:**

#### **Members have the right:**

To use all authorized hardware and software for which they have received training to facilitate learning and enhance educational informational exchange.

To access information from outside resources which facilitate learning and enhance educational information exchange.

To access district networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

Members have the conditional right to sign up for listservs and newsgroups on the Internet which facilitate learning and enhance educational information exchange.

### **Responsibilities:**

#### **Members are responsible for:**

Utilizing technology in the school only for facilitating learning and enhancing information exchange consistent with the purposes of the school.

Attending appropriate training sessions in the use and care of hardware, software and networks and refraining from using any technology for which they have not received training.

Adhering to the rules established for the use of hardware, software, labs, and networks in the school or through remote access outside of the school.

Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.

Having all disks or videos scanned for virus, dirt or other contamination which might endanger the integrity of district hardware, software or networks before they are used in district systems.

All materials received via the Internet under their account. They accept responsibility for keeping all pornographic material, inappropriate files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school via the Internet or from being reproduced in visual, digital or written format.

Making all subscriptions to listservs or newsgroups known to the system administrator and seeking prior approval before requesting such subscriptions on the Internet.

Maintaining the integrity of the electronic mail (e-mail) system, reporting any violations of privacy and making only those e-mail contacts which facilitate learning and enhance educational information exchange.

Adhering to copyright guidelines in the use of hardware and software and in the transmission or copying of text or files on the Internet or from other resources.

### **Members are prohibited from:**

Using the technology for personal or private business, for product advertisement or political lobbying with the limited exception as allowed by Administrative Regulation 4 A of the Boards' Policy and Procedure manual, or for making any financial commitments on the Internet.

The malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate unauthorized computer systems.

### **Consequences of Inappropriate Network Behavior**

Any member who does not comply with the Information Access and Use Policy will lose network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges.

The system administrator will determine what is inappropriate use based on the Electronic Information Access and Use Policy and their decision is final. The system administrator may close an account at any time for infraction(s).

Members violating any of these rights and responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of EJCS.

### **Challenges**

Challenges to district information resources or policies shall be made in writing and shall state the reasons for the challenge. A district appointed panel shall review the challenge and determine its appropriateness.

### **Definitions**

District equipment includes but is not limited to computers, disk drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, phones, and other related electronic resource.

Software includes, but is not limited to computer software, print and non-print resources.

Networks include but are not limited to all voice, video and data systems.

### **Member Responsibility Declaration**

Access and use of the Internet, local and wide area networks, computers and related equipment is a privilege for the member.

EJCS has developed an Electronic Information Access and Use Policy for the Internet, local and wide area networks, computers and related equipment.

I have read, understand and will abide by the attached Electronic Information Access and Use Policy.

I agree to be responsible for and abide by all rules and regulations of this agreement.

I understand that should I commit any violation, my privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If you are a student of EJCS a parent or guardian must also read and sign this agreement.) As the parent or guardian of this student, I have read the Electronic Information Access and Use Policy and understand that this access is designed for educational purposes.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_