

Muskegon Heights Public Schools
2603 Leahy Street
Muskegon Heights MI 49444



Technology Plan

July 1, 2009 through June 30, 2012

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<http://www.mhpsnet.org/>

District Code: 61020

Muskegon Area Intermediate School District

District Mission Statement

The mission of the Muskegon Heights Public School System is to educate students to become productive, responsible citizens.

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INTRODUCTION

Plan Purpose: The purpose of this Technology Plan is to clearly define the design and implementation of computer and other technology systems within the Muskegon Heights Public School system over a period of three years. The plan also identifies priorities, implementation strategies, and a technology expenditure budget within this time frame.

In this context, the plan is a practical working document maintained by the School Board's Technology Committee and is executed through the Technology and Instructional Services Departments. To keep the plan "current," the Technology Committee will review new requirements annually and update the plan as needed. The Technology Plan is a public document and is available on our web site
http://www.mhpsnet.org/technology/documents/tech_plan.doc

School Buildings:

Charles A. Lindbergh MHAACE - Alternative
160 E Barney Street
Muskegon Heights MI 49444
Phone: 231-830-3350
Fax: 231.830.3577

Edgewood Elementary School
3028 Howden Street
Muskegon Heights MI 49444
Phone: 231-830-3250
Fax: 231.830.3576

Ellen Grace Loftis Elementary
2301 Sixth Street
Muskegon Heights MI 49444
Phone: 231-830-3400
Fax: 231.830.3575

Glendale Early Childhood Center
3001 Jefferson Street
Muskegon Heights MI 49444
Phone: 231-830-3300
Fax: 231.830.3573

Martin Luther King, Jr. Elementary
600 E Barney Avenue
Muskegon Heights MI 49444
Phone: 231-830-3450
Fax: 231.830.3578

Muskegon Heights Middle School
55 East Sherman Boulevard
Muskegon Heights MI 49444
Phone: 231-830-3600
Fax: 231.830.3572

Theodore Roosevelt Elementary School
525 W Summit Street
Muskegon Heights MI 49444
Phone: 231-830-3500
Fax: 231.830.3574

Board of Education Offices
2603 Leahy Street
Muskegon Heights MI 49444
Phone: 231-830-3200

Muskegon Heights High School
2441 Sanford Street
Muskegon Heights MI 49444
Phone: 231-830-3700
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District Profile:

The Muskegon Heights community is located in West Michigan along the Lake Michigan shoreline. This community has several characteristics which contribute to it being identified as “in need”. The countywide unemployment rate for December 2008 was 11.5%. Muskegon Heights’ larger adjoining city (the City of Muskegon) had a rate of 14.8%. This compares to a statewide rate of 10.6% and a national figure of 7.1%. Muskegon Heights has an urban population over 12,000, of which 65% earn less than \$12,000 annually. Sixty-four percent (64%) of the families consist of single parent households (2000 Census). The number of families living below poverty level is 35.2%. In households headed by females, it is 47.5%. Sixty percent (60%) of households house grandparents as caregivers. These economic conditions have contributed to many factors which make students in this district “at risk” of educational failure. The factors above are exacerbated by community issues related to personal safety, drug and alcohol use, lack of quality low-income housing, and limited access to gainful employment

Muskegon Heights Public Schools serves a 2,800 pre-Kindergarten through grade 12 student population. The population is 98% American of African descent. Over 90%, K-12, qualify for free and reduced school lunch.

More than 27% of the Muskegon Heights parent population does not have a high school diploma. The graduation rate is low, at approximately 50%. This data, along with district MEAP scores show a need for extended academic learning opportunities regardless of age.

All of the factors above have led to Muskegon Heights being declared an Enterprise Community. Technology and technology infrastructure are important components to economic development planning, as training for children and adults with technology are critical to future employment. Community representatives and the School System have begun planning to strengthen economic conditions in the community so that all will benefit.

Technology Council Members:

Name	Building	Grade Level
Sid Holodnick, Chair	Middle	District
Cassandra Bruin-Covington	Glendale	Pre - K
Ruby Burt	King	ParaPro
Cheri Christensen	Central	State & Fed Grants
Colleen Corbin	High/Middle	Media-Library Services
Joel Coston	Edgewood	4 th
Camdon Crane-Stanhope	Loftis	3 rd
Lanny Dewitt	High	Spec Ed
Lacretia Dye	High	Guidance
Judy Greer	Lindbergh	Adult & Alternative Ed
Ann Lars	Central	Instruction
Rosie Holmes	Loftis	Principal
Chris Miles	Central	Personnel
Mark Moyer	King	4 th
Cecilia Norman-Covington	Lindbergh	Alternative Ed
Mehean Quinn	High School	12th Grade Student
Al Rankin	Central Annex	Maint & Custodial
Cerjuana Robinson-Reasonover	Central	Student Services
Steve Schiller	Instructional Technologist	District
Jon Simerick	Middle	8th
Ashley Smith	Middle	7/8th
Peggy Stanton	High	Secretary
Michelle Timmer	Roosevelt	5th
Edgar Watson	High	Science

School Board Technology Sub-Committee Members:

Franklin Brewer	Board Secretary and Chair
Cynthia Hines	Board Trustee
Ronald Jenkins	Board Trustee

Ex-officio:

Avery Burrel	Board President
Dana Bryant	Superintendent
Ann Lars	Exec Dir. – Curriculum
Cheri Christensen	State and Fed Programs

VISION AND GOALS

Vision Statement:

The primary focus for implementing technology in the Muskegon Heights Public Schools is to prepare students with the skills and experiences that will enhance successful transition from school to early adulthood, the job market and/or higher education.

To achieve this vision, the computer and other technologies are viewed as tools that are learned and used in many ways across a variety of content areas within the classroom. Computer technology is not viewed as a stand-alone topic of learning. As stated in the district's Computer Technology Curriculum, computer-related skills are developed throughout the student's progression through grade levels by gradually broadening the use of the types of technology as well as applications.

Goals and Objectives:

The *National Educational Technology Plan* for the U.S. Department of Education as well as the State of Michigan focuses on the important steps in implementing technology in the schools.

Action Steps

To help states and districts prepare today's students for the opportunities and challenges of tomorrow, a set of seven action steps and accompanying recommendations have been developed.

1. Strengthen Leadership
2. Consider Innovative Budgeting
3. Improve Teacher Training
4. Support E-Learning and Virtual Schools
5. Encourage Broadband Access
6. Move Toward Digital Content
7. Integrate Data Systems

The Muskegon Heights Public School Technology Plan intends to address the above steps. The computer system or "network" is widely used by the district to conduct the day-to-day business of the school system. In this role, the system is used for administrative and record-keeping tasks, communications by staff/teachers within the school system, and for external work with MAISD and other organizations, such as Adult & Community Education computer literacy programs.

Disclaimer: Accomplishment of many of this Plan's goals and objectives are contingent upon successful acquisition of financial resources.

The goals established for this Technology Plan are consistent with the School District's Strategic Plan:

District Strategic Plan:

Curriculum and Course Offerings: Review and revise the existing curriculum, instruction and assessment in order to improve student achievement.

Professional Development: Identify, evaluate, implement and assess professional development for all staff.

District Operations: Implement an accountably data driven system for all staff and stakeholders.

Public Relations/Marketing: Develop a comprehensive marketing public relations program.

Collaboration: Develop partnerships with area business, service organizations, and churches and collaborate with the City, county and other governmental units

Goal Area 1: Curriculum				
GOAL 1.1: To ensure that all learners can express themselves using technology tools and applications.				
STRATEGIES	WHO'S RESPONSIBLE	TIMELINE	EVALUATION	RESOURCES
1. Identify where online learning takes place at the High School Level	Executive Director of Curriculum, High School Guidance Counselors, & Principal	2009 - 2 nd Summer	Create a tool for assessing student use of online resources including online course. Collect this data and use it to plan future offerings	High School Guidance, teachers and staff
2. Maintain/update consistent opportunities for student access to technology and computer labs.	Executive Director Of Curriculum, Principals	2009 - 3 rd Fall Ongoing	Building schedules including use of computer labs. Chart and monitor the lab use.	District Staff, Principals
3. Assure articulation of District Computer Tech Curriculum with class offerings at the high school.	Executive Director of Curriculum, High School Technology Department	2009 - 3 rd Fall,	District computer tech curriculum. Have the standards on report card, and check sheet.	District Staff, High School Principal
4. Continue to expand integrated STEM opportunities at the High School	Executive Director of Curriculum, Technology Director, Principal, teacher	2009 - 3 rd Fall	Manufacturing cluster programs for 9-10 graders aligned with Muskegon Career Tech Center	MAISD consultant Paxton Patterson Lab
5. Assure staff / student compliance on District's Code of Ethics and Acceptable Use Policy	Technology Director, Human Resources Department, Principals, and Teachers	2009 - 3 rd Fall	Publish and collect signatures. Document lessons where AUP is being taught. Monitor infractions and penalties.	CIPA, COPPA, ISTE Standards, NETS, AUP (See Appendix)

Goal Area 1: Curriculum				
GOAL 1.1: To ensure that all learners can express themselves using technology tools and applications.				
STRATEGIES	WHO'S RESPONSIBLE	TIMELINE	EVALUATION	RESOURCES
6. Update District Technology Curriculum and Assessments.	Executive Director of & Principal Executive Director of Curriculum, Curriculum Council, and selected staff	2010 – 1 st Spring	Approval of curriculum at Board Curriculum Committee by October, 2010.	Grant funds – teacher stipends ISTE Standards National Tech Plan (NETS)
7. Ensure 8 th grade proficiency with technology	Executive Director of Curriculum, Principal, Teacher	2010 – 1 st Spring then yearly.	8 TH Grade Tech Lit assessment	MAISD, Examview, and METS
8. Develop a prioritized plan for updating and expanding Internet access, video connectivity and electronics in all classrooms. (Including phones & wireless applications)	Technology Director	2010 – 1 st Spring	Media Center, Classrooms and Teacher led tele-conferencing.	CPS, PolyCom. VBrick. Video presentation equipment.
9. Study and recommend alternatives to delivering computer curriculum in a non lab setting.	Executive Director of Curriculum, Technology Director, Curriculum Council	2010 – 1 st Spring	Proposal and implementation plan	MACUL, ISTE, Principals, and Teachers
10. Explore and implement virtual opportunities to expand the curriculum options	Executive Director of Curriculum, Curriculum Council, Instructional Technology Coordinator	2010 – 1 st Spring	Conduct a study of needs and List online classes offerings	MIVU MACUL, ISTE, District Curriculum

Goal Area 1: Curriculum				
GOAL 1.1: To ensure that all learners can express themselves using technology tools and applications.				
STRATEGIES	WHO'S RESPONSIBLE	TIMELINE	EVALUATION	RESOURCES
11. Revise grade level curriculum "maps" (clearly identified benchmark assessments.)	Executive Director of Curriculum, Selected staff	2010 – 3 rd Fall	Existence of Curriculum Maps by grade level.	Grant funds – teacher stipends MDE TEC GLECS
12. Review protocol for reporting of student progress on technology literacy grade level benchmarks.	Technology Advisory Council, Executive Director of Curriculum and Principals, Bldg. school improvement team	2010 – 4 th Winter	Assessment software program; Excelsior/Pinnacle Standards Based Report Cards.	District Staff MAISD NCLB Pinnacle
13. Investigate and implement the creation of a design, engineering and technology lab/course for hands on activities at the Middle and High Schools.	Executive Director of Curriculum, Technology Director, Instructional Technology Coordinator, Guidance Counselors, Principals	2010 – 4 th Winter	Proposal to board and curriculum document and class offered, w/ students enrolled	ITEA, LITE,CATTS, PLTW
14. Identify a key teacher at each elementary building and grade level responsible for computer instruction. – with lesson plans	Executive Director of Curriculum, Instructional Technology Coordinator, Principals	2011 – 2 nd Summer	Key teacher at each elementary building identified.	Instructional Technology Coordinator, Principals

Goal Area1 : Curriculum
GOAL 1.2: To assure integration of technology education standards and benchmarks across the district curriculum.

STRATEGIES	WHO'S RESPONSIBLE	TIMELINE	EVALUATION	RESOURCES
1. Implement a curriculum crosswalk process to identify where technology standards already exist and where they need to be placed.	Executive Director of Curriculum, selected teaching staff	Spring 2010	Existence of curriculum maps with technology standards and benchmarks identified, observation, principals.	Grant funds – teacher stipends
2. Establish collaborative processes to infuse tech curriculum into all subject areas K – 12	Executive Director of Curriculum, Curriculum Council, Instructional Technology Coordinator Principals	2011 - 3 rd Fall,	Existence of document. Evidence of technology integration in teacher lesson plans .	MACUL, ISTE, NETS, METS, District Curriculum
3. Implement strategies of using Study Island in and outside of a lab setting.	Executive Director of Curriculum, Instructional Technology Coordinator, Principals	2010 – 4 th Winter	Observation of use of alternative methods.	MAISD, Grant funds – purchase of hardware

Goal Area 1: Curriculum				
GOAL 1.3: To review and recommend software purchases for instructional enhancement.				
STRATEGIES	WHO'S RESPONSIBLE	TIMELINE	EVALUATION	RESOURCES
1. Conduct inter-committee discussions for purposes of identifying software needs to enhance student (K-adult) learning.	Curriculum Director, Instructional Technologist, Tech Director, Tech Advisory Team	Ongoing	Meeting agendas, meeting minutes and proposals. GED certification (credit recovery using Plato)	Teachers, dept heads and staff, Even Start, Workforce Development Center, Workforce Investment Act Staff (WIA), FIA,
2. Identify keyboarding software to access student progress over grade levels.	Executive Director of Curriculum, Curriculum Council, Instructional Technology Coordinator	2009 – 2 nd Summer	Recommendation for new software purchase or upgrades.	MAISD, MACUL, ISTE, METS, NETS, vendors, Grant funds – purchase of software and/or new program.
3. Identify software needs related to K-6 reading/literacy instruction.	Executive Director of Curriculum, Curriculum Council	2010 – 2 nd Summer	Identification of new software related to approved literacy program	Grant funds – purchase of software and/or new program.
4. Identify software needs for student supplemental/remedial programming.	Executive Director of Curriculum, Curriculum Council	2010 – 4 th Winter	Recommendation for new software purchase or upgrades.	MAISD, Grant funds – purchase of software and/or new program. Première,

Goal Area 2: Professional Development				
GOAL 2.1: To ensure that all staff have access to high quality, job-imbedded training				
STRATEGIES	WHO'S RESPONSIBLE	TIMELINE	EVALUATION	RESOURCES
1. Identify job-specific minimum skill standards and expectations for incorporation into job descriptions, evaluation protocols, etc.	Tech Advisory Team	2010 – 3 rd Fall	Training - Standards document	ISTE Standards. Human Recourses.
2. Create annual, ability-specific training opportunities for all staff (inclusive of on-line, training packages and regional providers).	Technology Advisory Committee, Executive Director of Curriculum, Technology Director, and Instructional Technology Coordinator	Ongoing; new schedule the first of each semester	Existence of published schedule; participant sign in sheets.	Grant funds – training expenses. MAISD
3. Conduct an annual job-specific needs assessment survey of all staff to drive training decisions.	Executive Director of Curriculum, Curriculum Council, Technology Director	Ongoing; by Spring of each year.	Survey responses – Data complete	MAISD and Regional Trainers .
4. Implement a regular schedule of training for all instructors related to web development, and other technology and instructional applications.	Technology Director, Executive Director of Curriculum	Ongoing; new schedule the first of each semester	Existence of published schedule; participant sign in sheets. Professional development.	Grant funds – training expenses. NCLB University Staff MAISD Consultants

Goal Area 2: Professional Development				
GOAL 2.1: To ensure that all staff have access to high quality, job-imbedded training				
STRATEGIES	WHO'S RESPONSIBLE	TIMELINE	EVALUATION	RESOURCES
5. Implement grade level computer curriculum training with lesson plans and assessments	Executive Director of Curriculum, Technology Director, Instructional Technology Coordinator	Ongoing; new schedule the first of each semester	Published schedule; participant sign in sheets. Professional development.	Staff, contracted trainers, Discovery Education, Thinkfinity
6. Implement training for administrators and teachers for gradebook software.	Executive Director of Curriculum, Technology Director, Instructional Technology Coordinator	Ongoing; new schedule the first of each semester	Published schedule; participant sign in sheets. Professional development.	Staff, contracted trainers
7. Implement a training plan for K-6 technology liaisons, to communicate and oversee the technology curriculum	Executive Director of Curriculum, Technology Director, Instructional Technology Coordinator	2011 – 3 rd Fall	Published schedule; participant sign in sheets	Grant funds – training expenses. Staff, contracted trainers
8. Establish a Technology PD Day for <u>all</u> staff.	Executive Director of Curriculum, Technology Director, Instructional Technology Coordinator	2009 – 3 rd Fall	Existence of published schedule; participant sign in sheets. Professional development.	Staff, MAISD staff, Contracted trainers.
9. Explore alternative means of training delivery, ie: one on one, building by building. 10.	Executive Director of Curriculum, Technology Director, Instructional Technology Coordinator	2010 – 4 th Winter	Survey and pilot training programs. Report back to Advisory team and recommend new process evaluate – teacher response	MAISD, MACUL, ISTE, staff

Goal Area 2: Professional Development				
GOAL 2.1: To ensure that all staff have access to high quality, job-imbedded training				
STRATEGIES	WHO'S RESPONSIBLE	TIMELINE	EVALUATION	RESOURCES
11. Implement Classroom Management (online) System with related training.	Executive Director of Curriculum, Instructional Technology Coordinator	2010 – 3 rd Fall	Scheduled classes using MOODLE CMS	Staff, MAISD staff, Contracted trainers.

Goal Area 3: Communications				
GOAL 3.1: To enhance staff, community and parent awareness of the district's technology program.				
STRATEGIES	WHO'S RESPONSIBLE	TIMELINE	EVALUATION	RESOURCES
1. Ensure that the full Technology Plan is posted and current on the district web site.	Technology Director and Web Designer	2009 - 2 nd Summer - July 30	Existence on web site.	Website manager
2. Improve communication between the Tech Department and all staff.	Technology Director	2009 - 3 rd Fall, then ongoing	A decrease in basic information requests to the Tech Department.	Newsletters, Tiger News, staff memos
3. Distribute a Technology Plan Executive Summary for all building fall open houses.	Technology Director and Executive Director Of Curriculum	2009 - 3 rd Fall, Aug. Ongoing	Existence of executive summary, produced annually.	Parent newsletters, Tiger News, Internet.
4. Review progress on goals and objectives at Curriculum Council; share new	Technology Director and Executive Director Of Curriculum	2009 - 3 rd Fall, Aug. Ongoing	CC agenda and minutes.	

Goal Area 3: Communications				
GOAL 3.1: To enhance staff, community and parent awareness of the district's technology program.				
STRATEGIES	WHO'S RESPONSIBLE	TIMELINE	EVALUATION	RESOURCES
Technology Plan with CC members to ensure integration of Tech goals into curriculum and instructional decision-making.				
5. Align the Tech plan with School Improvement Plan and Strategic Plan.	Admin Offices and BOE Technology Department	2010 – 1 st Spring	Compare both documents, develop action plan and deploy	Microsoft Project
6. Develop communication processes to share technology curriculum throughout the District.	Admin Offices Tech Director	2010 – 4 th Winter	Deployment Chart , calendar and	Staff Newsletter Staff Intranet
7. Ensure community and parent input in to the Tech Plan process, including feedback	Technology Director	2011 - 3 rd Fall	Increased participation of community and parents	Parent newsletters, Tiger News, Internet. Invitation
8. Include progress on Technology Plan goals and strategies in the district Annual Report.	Superintendent	Every Aug.	Existence of Annual Report with appropriate notations.	BOE Tech Advisory Team

Goal Area 3: Communications				
GOAL 3.1: To enhance staff, community and parent awareness of the district's technology program.				
STRATEGIES	WHO'S RESPONSIBLE	TIMELINE	EVALUATION	RESOURCES
9. Implement a regular schedule of the Board of Education Technology Subcommittee for Technology Plan Updates	Technology Director Superintendent BOE	Feb, May, Nov of each year	Schedule, agendas, minutes of meeting.	
10. Ensure distribution of Executive Summary to all staff at the beginning of the year.	Executive Director Of Curriculum and Principals	Ongoing	Cover memorandum to all staff.	
11. Communicate the Acceptable Use policy through meetings, and publications	Technology Department, teachers and administrative staff	Ongoing	Observation	Technology Department, teachers and administrative staff
12. Ensure distribution of the new Technology Plan along with the district annual report and new academic strategic plan at the October Board of Education meeting.	Executive Director Of Curriculum	Ongoing, Yearly, October 30	Board of Education Agenda	Board of Education Administrators

Goal Area 4: Technical Support, Infrastructure, Hardware, and Software
GOAL 4.1: To establish a systematic review of all administrative record keeping processes and implement a prioritized strategy for digital storage and use.

STRATEGIES	WHO'S RESPONSIBLE	TIMELINE	EVALUATION	RESOURCES
1. Establish a regular schedule of the district technology advisory committee	Technology Director and Executive Director Of Curriculum	Ongoing	Calendar, Schedules and Meeting Dates. 3 times per year (minimum).	Staff resources Technology Advisory Committee
2. Review and upgrade district record-keeping and other processes, i.e.:	Technology Director, Executive Director Of Curriculum Business	Ongoing	Documented meetings Studies and proposals, review license	Staff resources Financial resources
<ul style="list-style-type: none"> Library Checkout, including online access 	Technology Director, Media Specialist	2009 – 2 nd July Ongoing	Access List and process Middle/High Schools	Mandarin SIRS
<ul style="list-style-type: none"> Revise Standards Based Grade Reporting and Attendance 	Executive Director Curriculum	2010 – 3 rd Fall Middle School and High School completed Summer 2010; Elementary is completed	Software installed, Training complete, Teachers using it. Reports are being generated.	Excelsior Pinnacle Web Gradebook Software
<ul style="list-style-type: none"> Web Gradebook and Principal Viewer access – remote and at home 	Technology Department, Any/All Teachers and Principals	Teacher gradebook – Ongoing Principal Viewer – Fall 2010	Complete access by any teacher or principal from home.	Excelsior Pinnacle Gradebook and Principal Viewer
<ul style="list-style-type: none"> Implement and promote parent 	Technology Department, Executive Director Curriculum	Ongoing	Login Information sent home, help desk to assist.	Excelsior Pinnacle PIV (Parent Internet

Goal Area 4: Technical Support, Infrastructure, Hardware, and Software
GOAL 4.1: To establish a systematic review of all administrative record keeping processes and implement a prioritized strategy for digital storage and use.

STRATEGIES	WHO'S RESPONSIBLE	TIMELINE	EVALUATION	RESOURCES
grade and attendance online reporting system <ul style="list-style-type: none"> • Disciplinary tracking • Food Service 	Executive Director Of Curriculum Department, Food Service Director	Ongoing Ongoing	(look at more areas of parent/community communications) Principals are generating reports. Card swipes and barcodes in place, reports are being generated.	Viewer) Excelsior Pinnacle Gradebook Software, CIMS Meal Magic Point of Sales software and hardware.
3. Continue to implement a system for digitizing identified data and processes	Superintendent Technology Director	Ongoing Yearly	CD are burned with data, software is installed users are trained and reports are being generated.	Financial resources, Data Warehouse committee, MAISD
4. Maintain a Data Warehousing system to collect, archive and manipulate data	Technology Director	Ongoing	Access by all departments and pertinent staff – IGOR access	MAISD, Kent ISD, MEAP, CIMS, MI-Tracker, MI-CAR, BASC, IGOR
5. Maintain and update the equipment repair/ replacement protocol (Voice, Video, and Data)	Technology Director, Director of Human Resources	Ongoing	Training agendas, participant sign in records.	Training staff (regional and ISD) as well as district peer-training staff. MI-Climb, Mi-Blisi, MI-Tracker.

Goal Area 4: Technical Support, Infrastructure, Hardware, and Software
GOAL 4.1: To establish a systematic review of all administrative record keeping processes and implement a prioritized strategy for digital storage and use.

STRATEGIES	WHO'S RESPONSIBLE	TIMELINE	EVALUATION	RESOURCES
6. Update and maintain a district inventory of all software being used in classrooms and labs	District Technology Committee	Ongoing	Existence of inventory	ZenWorks Asset Management.

Goal Area 4: Technical Support, Infrastructure, Hardware, and Software
GOAL 4.2: To provide and maintain high speed connectivity and expandable capacity.

STRATEGIES	WHO'S RESPONSIBLE	TIMELINE	EVALUATION	RESOURCES
1. Maintain internet connectivity via the MAISD's gigabit fiber WAN network	Technology Department	Ongoing	Connection established and functioning according to Design Specifications	District staff, MAISD
2. Implement a program for upgrading end-user equipment	Technology Department, Superintendent	2009 – 4 th Winter Ongoing	Create a process that specifies a timeline for equipment replacement. Replace 20% of all workstations per year.	General Funds Title Funds
3. Upgrade and expand the capacity of the District's phone system and infrastructure.	Technology Department	2010 – 1 st Spring	Approval of curriculum at Board Curriculum Committee by October, 2010.	Grant funds – teacher stipends ISTE Standards National Tech Plan (NETS)
4. Complete the wireless network throughout the District	Technology Department	2010 – 3 rd Fall	Testing of access points and print out of all successful connections	Staff, Consultant, Contractor District Funds SLC funds

Goal Area 4: Technical Support, Infrastructure, Hardware, and Software				
GOAL 4.3: To implement a systemic approach for assisting staff and students with equipment and application needs.				
STRATEGIES	WHO'S RESPONSIBLE	TIMELINE	EVALUATION	RESOURCES
1. Provide high quality technical support for staff and students	Technology Department	Ongoing	Help-desk in place and working each day. Repair and trouble log/data base – monitored and checked daily	Staff resources, Online trouble-shooting software.
2. Provide on-site maintenance, trouble-shooting and repair	Technology Department, Help Desk	Ongoing	Protocol documented and published to all staff. Trouble-shooting and repair log to be monitored weekly.	Staff resources, Zenworks remote management software
3. Ensure that all students have access to updated technology resources	Technology Department, Curriculum Office	2009 - 3 rd Fall Ongoing	Logins assigned for all 4-6 students. Student and teacher use surveys.	ISTE, MACUL
4. Develop policies and procedures for software acquisition	Technology Department, Tech committee, Curriculum Office, and Superintendent	2009 – 3 rd Fall	Published document of District software guidelines	Staff resources
5. Develop policies and procedures for hardware disposal	Technology Department	2009 – 3 rd Fall	Published document – approved by the BOE	Staff resources, MDE and Michigan gov
6. Interface classroom instructional tools	Technology Department, Curriculum Office	2010 - 3 rd Fall	Complete integration of CPS with the teacher gradebook	MAISD, Consultants

Goal Area 4: Technical Support, Infrastructure, Hardware, and Software				
GOAL 4.4: Identify needs and design future improvements of the data network.				
STRATEGIES	WHO'S RESPONSIBLE	TIMELINE	EVALUATION	RESOURCES
1. Revise and update network design.	Technology Department	Ongoing 2011 – 2 nd Summer	Documented plan/prints, summary and collected network operational data	SLC Funding District Funds Network Design Trivalent Technician, Consultant

Goal Area 4: Technical Support, Infrastructure, Hardware, and Software				
GOAL 4.5: Ensure the safety, protection, and backup of critical data systems.				
STRATEGIES	WHO'S RESPONSIBLE	TIMELINE	EVALUATION	RESOURCES
1. Maintain a secure, safe and reliable backup, and restoration of mission critical data.	Technology Department Business Office, and Superintendent	Ongoing 2011 – 2 nd Summer	Documented processes and products, Offsite storage Install Fire prevention system in the Middle School server room	Design consultants Fire prevention companies and consultants.

Goal Area 4: Technical Support, Infrastructure, Hardware, and Software				
GOAL 4.5: Improve the instructional technology capabilities of the voice, video, and data network for student learning.				
STRATEGIES	WHO'S RESPONSIBLE	TIMELINE	EVALUATION	RESOURCES
1. Maintain the network for Video, monitor the condition of the transmissions and adjust for improvement. Provide for preventive maintenance.	Technology Department	Ongoing	Monitor data rate and bandwidth of video transmissions. Make adjustments as needed	Staff Network Design Consultants .
2. Upgrade classrooms to enhance video eg: DVD, TV monitors, and projection systems. (interface to computers)	Technology Department, Business Office and Superintendent	2011 – 3 rd Fall	Documented plan and proposal	Financial resources Consultant Tech committee MAISD P.D.
3. Upgrade classroom technology to include portable labs, smart carts, Clickers, Elmos, and projectors.	Technology Department, Business Office and Superintendent.	2010 – 3 rd Fall	Pilot program at elementary level 2012 - Full implementation	Grant Funding, Title money General/Grant.
4. Provide technical support for the HS Auditorium.	Tech Department - Technician	2009 - 2nd Summer, Ongoing	Inventory up to date and in good repair, Lights, Sound and video systems fn at peak performance.	Vendors - Contracted Services, Colleges, Other theaters

Current Technology Equipment and Information Status:

The emphasis of previous technology planning was on infrastructure development. The district invested steadily both in upgrading technology and the infrastructure to support new technology equipment. Each school building is equipped with personal computers, printers and software for use in the classroom. Personal computers are also deployed in labs and with administrative, teaching and support staff. Fiber optic data transmission lines connect all schools to a central server facility located in the Middle School. The focus of this plan is more on instructional use of technology, training and access to the technology.

Infrastructure

- Fiber optic data transmission lines connect all schools to a central server facility located in the Middle School (backbone)
- Now connected to a 4 Gigabit pipe to internet via MAISD and MERIT
- Phones use fiber remotes in each building to connect all phones and faxes to the main switch, at the MS
- Video broadband to each building provides selected cable channels and allows for original programming from each building to each building
- A back-up generator is installed and maintained for critical “Head End” functions
- Cisco Switches deliver internet to the desktop
- V-LANs are in place to provide security and tunnel traffic inside and outside the district
- Wireless “hot” areas in all buildings

Hardware

- Have almost 1000 desktop workstations and 180 local printers in the district for use by instructional staff, support staff and students
- Added 8 new Mac stations to the Graphics lab at the HS
- Upgraded elementary labs and all teacher workstations.
- Upgrade classroom computers with better units (from labs)
- Allowing staff to connect to the network with their personal laptops
- Network printers are nearing 90 (see improvement section below)
- Classroom and office phones number about 560
- We have 10 portable (Polycom), Internet ready, distance-learning units – one in each elementary and two in the high school and middle school.
- Provided by a grant, 28 Multimedia projectors have been added to each building for instructional use (see Instructional Technology section)

Network

- Data and Phone switches maintained
- Four main servers are installed at the Middle School server farm
- A SAN (Storage Area Network) server is used for mass network storage.
- A Unitrend DPU backup system is running at the High School – for the entire district
- DoubleCheck hardware is working to block thousands of SPAM emails per day

Web Page

- Webpage coordinator oversees the operation and updates of the district's site
- Web-tech works with each school and department to gather, create and update pages
- Departments and building staff have been trained, content and updating are taking place.
- We use Dreamweaver and Contribute to allow each department to upload their updates.

Gradebook and Attendance

- Web-based Excelsior - Pinnacle Plus attendance and gradebook software provides for better attendance monitoring and more detailed grade reporting
- BEN System is calling parents/guardians automatically for HS and MS attendance problems– reports are going to attendance staff
- Pinnacle Gradebook is used by all teachers in the district.
- Principals and secretaries also use Pinnacle to monitor grades and attendance

Applications

- K-3 grades are using Phonics Express to improve reading and language skills.
- Study Island is now the main curriculum software that our elementary students use
- Plato continues to be used by pockets of teachers at all levels - Alternative Ed uses it to promote credit recovery.
- Mandarin is used in MS and HS for library searches and checkout services
- Voice software is installed on all student workstations for read-back capability for all computer applications, including internet
- GroupWise is used by all of our staff to communicate inside and outside the district

Instructional Technology

- Hired a part-time trainer and mentor
- Provided Major training for the new version of Gradebook
- Providing training in the following areas:
 - ~ Clicker - CPS interactive learning

- ~ Discovery/United Streaming – Video to the classroom and desktop
- ~ Projector training – instructional use for the teachers
- ~ Read Across the Planet (10 teachers this year)– Polycom training for each building and staff
- ~ STEM – Assisting with “Science, Technology, Engineering and Math “ initiatives for the MS and HS
- ~ Much more training planned

Business Operations

- CIMS – preparing for the replacement to the old system and on the review team for a more “user-friendly” program for our MAISD SMS (Student Management System)
- IGOR - Data Warehousing software – providing support, data mining and training
- Connected the Honeywell HVAC system to our network

Other updates

- TECH PLAN – Had our first meeting and preparing our documents for the BOE Tech Committee – Due to MDE in June
- SUPPORT – We continue to monitor and record our trouble calls to provide quality service to our clients
- AUDITORIUM – Continue to support and maintain the HS auditorium and programs
- SECURITY – Cameras replaced and adjusted, trained new staff as needed
- AWARDS – (Michigan Dept of Ed and MACUL) MI-Champions award received by MS team
- SLC – Applied for maintenance contracts on existing equipment only (see improvement area)
- OTHER -

Looking ahead

- In the next few years we will need to upgrade phone and data electronics – use SLC
- May need to look at how we integrate and monitor critical building systems
- WatchGuard filtering could be handed off to the MAISD – savings possible
- More instructional technology in the classroom with training
- Upgrading of HS computers in the future
- More pinnacle training, especially for Principals
- Continue to study our printer system – Classroom vs Centralized printing
- And more . . .

BUDGET:

Funding will come from committed General Fund monies and grants, as well as Durant fund reimbursement, SLC (Schools and Libraries Corporation) funds and other State Grant Funds. Collaboration between departments for the purposes of coordination of grant funds and activities is imperative for effective implementation and resource acquisition. This collaboration is inherent in the Muskegon Heights Public Schools Technology Plan due to the fact that the Director of Technology and the Curriculum Executive Director jointly administer the plan. Please note that all of our technology plan goals are tied directly to the following budget:

Item and Category	Funding Source	2009-10	2011-12	2013-14
Network Fees and Services				
- Network Design & Upgrades	SLC/General	\$8,000	\$8,000	\$90,000
- Network Technical Support	General Funds	\$10,000	\$10,000	\$10,000
- Infrastructure Repairs & Improvements	SLC/Gen Funds	\$5,000	\$20,000	\$7,000
- Phone (POTS), B-1, Frame Relay Costs	SLC/General	\$60,000	\$60,000	\$60,000
- Merit MAISD ISP – Internet T-1, Gig	General Funds	\$12,000	\$12,000	\$12,000
Maintenance and Support				
- Data Network and Systems	SLC/General	\$60,000	\$60,000	\$60,000
- Voice/Telco Network and Systems	SLC/General	\$75,000	\$75,000	\$75,000
- Video Network & Polycoms etc.	SLC/General	\$67,000	\$67,000	\$67,000
- Auditorium & Green Room	General Funds	\$8,000	\$8,000	\$8,000
- Voice Adds & Changes (Non-Warranty)	General Funds	\$3,000	\$4,000	\$4,000
- Pinnacle Support TNT	General/Title	\$8,500	\$8,500	\$8,500
Professional Development				
Skill Development				
- MS Office Products	General/Title	\$7,000	\$7,000	\$7,000
- GroupWise, Plato, Pinnacle, Etc.	General/Title	\$10,000	\$6,000	\$6,000
- Internet/Web	General/Title	\$4,000	\$4,000	\$5,000
- CIMS and Management SW	General/Title	\$3,000	\$3,000	\$3,000
- Staff Release and Subs	General/Title	\$5,000	\$5,000	\$5,000
- Technology Council Mtgs, Etc	General/Title	\$1,000	\$1,000	\$1,000
Integration				
- Staff Release and Subs	General/Title	\$20,000	\$20,000	\$20,000
- Materials/Publications	General/Title	\$2,000	\$3,000	\$4,000
- Monitoring/Assessment	General Funds	\$2,000	\$2,000	\$2,000
Technical and Support Staff				
- Workshop/Certifications	General Funds	\$4,000	\$4,000	\$4,000
Hardware, Equipment and Supplies				
- Network Servers	General Funds	\$5,000	\$2,000	\$30,000
- Computers (Buy) New	General Funds	\$140,000	\$140,000	\$140,000
- Computers (Buy/Replace)	Gen. Funds Title I	\$35,000	\$35,000	\$70,000
- Computer Leases	General/Title	\$50,000	\$0	\$0
- Memory and Other Upgrades	General Funds	\$8,000	\$9,000	\$10,000
- Smart Classrooms	General/Grants	\$15,000	\$10,000	\$10,000
- Video – District wide	SLC/General	\$5,000	\$20,000	\$5,000
- Phones	General Funds	\$4,000	\$5,000	\$6,000
- Backup device Install and upgrades	SLC/General	\$12,000	\$2,000	\$2,000
- WatchGuard Blocker III (Hardware Only)	General Funds	\$6,000	\$0	\$0
License, Software and Curriculum				
- Plato License	Title II-D	\$11,900	\$11,900	\$11,900
- Symantec Anti Virus	General Funds	\$1,000	\$1,000	\$1,000
- Novell licenses (Inc. GW, Zen)	General/Title	\$4,500	\$5,000	\$5,000

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- Microsoft Office Purchase	General Funds	\$7,000	\$8,000	\$8,000
- Microsoft OS and Other OS License	General Funds	\$10,000	\$12,000	\$12,000
- Norton Ghost Enterprise	General/Title	\$2,000	\$1,000	\$2,000
- Microsoft Server Licenses	General/Title	\$3,000	\$3,000	\$5,000
- Printer Supplies	General/Title	\$6,000	\$6,800	\$7,000
- Pinnacle Excelsior Gradebook	General/Title	\$22,000	\$22,000	\$22,000
- WatchGuard - Internet Filter (License)	General Funds	\$1,000	\$1,000	\$1,000
Salaries and Benefits				
- Network Tech	General/Title	\$60,000	\$63,000	\$66,000
- Technician	General/Title	\$57,000	\$60,000	\$64,000
- Technician II	Title	\$17,000	\$18,000	\$20,000
- Instructional Technologist	Title	\$35,000		
- Director	General/Title	\$45,000	\$45,000	\$45,000
- Website Manager (Part-time)	General Funds	\$6,000	\$6,500	\$7,000
- Auditorium Supervision & Tech Support	General Funds	\$5,000	\$5,000	\$5,000
Total Projected		\$688,500	\$658,500	\$708,400

EVALUATION:

Ongoing monitoring and evaluation is key to the success of any plan. The monitoring component of the Muskegon Heights Public Schools Technology Plan will be three-fold:

1. There will be monthly meetings between the district's Technology Director and Superintendent to determine progress on goals and objectives.
2. There will be quarterly meetings of the district's Technology Advisory Committee for the purposes of reporting progress, determining additional needs and, therefore, updating of the plan. This committee will also review survey results (see Training Goal Area) and assist in decisions about response.
3. Quarterly meetings will be held with the Board of Education's Technology/ Curriculum/Instruction Committee for purposes of updating and reporting on progress.

The evaluation of the plan will be results-oriented and product based. At the first meeting of the Technology Advisory Committee, appropriate results benchmarks will be established and the type of data to be collected and examined will be determined. Data to be collected will be not only qualitative, but also quantitative. (Example: percent of staff being trained each year). Some of this will be driven by available funding, but could grow with acquisition of new funds.

The committee will also come to consensus on the types of products that will be used to validate accomplishment of certain objectives (Examples: Survey results, technology acquisition data, brochures, published curriculum documents, participant training evaluation results, etc.). Results benchmarks and product validation will be identified for each goal's objectives. These will be added to the plan.

The district Technology Director, Curriculum Director and Superintendent, in planning for implementation, will focus on the expected products and results. Documentation will be kept, and regular reports will be made at Advisory Council meetings and Board Committee level as structured above. A final report will be made to staff and the community annually in the form of an executive summary with progress as validated by products and data. Basic application use and technical skills, as well as integration of technology into the

curriculum, will be assessed. Strengths and weaknesses will be noted to adjust the future district Technology Plan.

ACCEPTABLE USE POLICY: (See Appendix A)

The Children's Internet Protection Act (CIPA) and The Children's Online Privacy Protection Act (COPPA) are critical to our operations in the district. All student workstations are filtered and blocked from inappropriate material. Internet traffic is being routed through a hardware device (WatchGuard) that sits between our router and electronics that connect via fiber to each building. Because our network is centralized, all traffic to our internet connection is constantly being controlled and monitored. Each night the newest database is downloaded to WatchGuard. If teachers find an inappropriate site, they call the Technology Department with that information. If deemed to contain hateful, racial, vulgar or sexually explicit material, that site is manually added to our filtered list and blocked. No email accounts are provided for any students.

Each student and parent/guardian receives a Code of Ethics and Acceptable Use Policy to be read and discussed. Signed forms are then returned to each building office. Students may not use a computer if this form is not on file. The two documents above may be viewed at our website, <http://www.mhpsnet.org/Technology/documents/aup.html> . The building principals, lab supervisors and the district's Technology Department coordinate these procedures. District-wide policies are updated by the Board of Education. This information is then emailed to all instructional staff and administrators.

Appendix A:

Muskegon Heights Public Schools Acceptable Use Policy

TECHNOLOGY CODE OF ETHICS

The use of technology in the Muskegon Heights Public Schools is an opportunity extended to students, faculty and staff to enhance learning, productivity and information processing. The computer hardware and software of the Muskegon Heights Public Schools shall be used solely for educational purposes specified by the Board of Education and staff of the Muskegon Heights Public Schools. The use of computers related equipment and software for the purpose of sending or receiving information or images of a sexual nature is expressly prohibited.

RIGHTS: Students and staff

- may use hardware and software which they have received permission to use;
- may access information from resources outside the school district; and
- may access the Internet to receive and send information.

RESPONSIBILITIES:

Students and staff are responsible for:

- Utilizing information technology only for educational purposes, including, but not limited to, the attainment of outcome, goals, and objectives specified in curriculum documents of the district or otherwise delineated by teachers, administrators and the Board of Education;
- Using hardware and software in a manner that enables its ongoing usage;
- Adhering to the rules, including, but not limited to, those posted in classrooms or computer labs or otherwise specified by school employees, for the use of hardware, software, labs and networks in the school;
- Obtaining permission from a school official before bringing in their own software and using it on school equipment;
- Avoiding installing computer viruses or enabling the spread of such viruses on school equipment;
- Keeping hardware and software from being relocated, removed from school premises, or modified without permission of an administrator;
- Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords;
- All materials received from sources outside the school district, including the Internet, under their user accounts and for accepting responsibility for keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school;
- Adhering to the law and district policy pertaining to copyright and privacy rights in the use of hardware and software and in the transmission or copying of text or files;
- Avoiding using the technology for personal or private business, for product advertisement, or political lobbying;
- Avoiding the malicious use of information technology to disrupt the use of technology by others, to harass or discriminate against other, or infiltrate unauthorized computer systems.

DISCIPLINARY ACTION:

Students and staff violating any of these Right and Responsibilities will face disciplinary action, which may include:

- Banning their using school information technology;
- Making full financial restitution for any unauthorized expenses incurred or any damages caused;
- Attending training sessions; and
- Facing additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school system up to dismissal from employment, litigation or expulsion from school.