

River Valley School District



DISTRICT PROFILE

- ✓ County: Berrien
- ✓ Intermediate School District:
Berrien County RESA
- ✓ School Locations:
Three Oaks & Sawyer
- ✓ District Code: 11033

TECHNOLOGY PLAN

River Valley School District	15480 S. Three Oaks Rd Three Oaks, MI 49128	Cheryl Capiak, Business Manager Jay Yech, District Technology Coordinator
269 756-9541	Superintendent's Office Fax: 269 756-6631	ccapiak@rivervalleyschools.org rvtech@rivervalleyschools.org

http://rivervalleyschools.org/pdfs/tech_plan.pdf

JUNE, 2011 – JUNE, 2014

TECHNOLOGY PLAN SUMMARY SHEET

River Valley School District	15480 S. Three Oaks Rd Three Oaks, MI 49128	Cheryl Capiak, Business Manager Jay Yech, District Technology Coordinator
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Years covered by this plan: 2011 to 2014		

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RIVER VALLEY SCHOOL DISTRICT

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School Buildings



- River Valley Middle/High School; 15480 S. Three Oaks Rd; Three Oaks, MI 49128
- RV Elementary - Chikaming Campus; 13742 Three Oaks Rd; Sawyer, MI 49125
- RV Elementary - Three Oaks Campus; 100 Oak St; Three Oaks, MI 49128

Mission Statement

The mission of River Valley School District is quality education.

River Valley School District covers approximately 85 square miles in the southwest corner of Michigan. Enrollment information for our buildings is presented below:

Campus	Grades Served	Enrollment	Economically Disadvantaged(%)	Teaching Staff
Chikaming	K-5	121	59.8%	9
Three Oaks	PS – 5	206	56.3%	13
Middle School	6-8	157	50.1%	11
High School	9-12	199	50.1%	16

GUIDING DOCUMENTS FOR A MICHIGAN TECHNOLOGY PLAN

1. Required elements of a technology plan
<http://techplan.org>
2. State of Michigan 2011 Technology Plan
<http://techplan.org/STP%202010%20Final.pdf>
3. National Educational Technology Standards Project
<http://cnets.iste.org/>
4. Michigan Curriculum Framework <http://www.michigan.gov/mde/0,1607,7-140-28753---,00.html>
5. REMC Toolkit: <http://www.remctoolkit.org/>
6. Technology content standards and benchmarks
http://www.michigan.gov/mde/0,1607,7-140-28753_33232_37328---,00.html
7. North Central Regional Technology Education Laboratory; Technology in Education
<http://www.ncrel.org/tech/>

TECHNOLOGY PLAN INTRODUCTION

PHILOSOPHY STATEMENT

The River Valley Board of Education has adopted the following Adult Life Roles in concert with the District Mission Statement. The Adult Life Roles describe various key skills that River Valley graduates are expected to possess. They describe, in part, what our students should be able to do with their education.

- **Responsible Citizens who:**
 - Contribute to improve the welfare of the community and environment
 - Demonstrate responsibility for self
 - Respect others and their property

- **Productive Team Members who:**
 - Share ideas
 - Solve problems
 - Work cooperatively together

- **Critical Thinkers who:**
 - Demonstrate skills learned from the River Valley Core Curriculum
 - Use a variety of methods in the decision-making process
 - Develop and complete a plan of action

- **Self-Directed Learners who:**
 - Read for personal gain or enjoyment
 - Extend learning beyond the required
 - Have a vision and set goals for their future
 - Engage in cultural, creative, practical or other leisure time activities

- **Effective Communicators who:**
 - Listen objectively
 - Express thoughts, ideas and feelings appropriately to all audiences in written, oral and non-verbal forms

- **Caring Individuals who:**
 - Appreciate and value others
 - Respect diversity
 - Demonstrate compassion and sensitivity to the need of others

VISION STATEMENT

We will inspire all learners in their development of lifelong skills needed to become productive, contributing members of an evolving society. Fundamental to this learning process will be technology integration into all instructional and learning practices.

The use of technology enhances students' attainment of the Adult Life Roles, and therefore our Mission. Students enhance their continued success after graduation by possessing a high degree of technology use skills and being able to apply those skills to the variety of challenges they will face in the future. Development and implementation of a technology plan is vital to the success of our students becoming responsible, contributing members of society.

To meet our vision, our students will:

- Be provided with access to technology so that they will be able to master appropriate literacy skills as engaged learners for citizenship and lifelong learners
- Be given increased access to computers in various settings along with connectivity to other technology
- Be provided with a technology curriculum with identified courses and programs that integrate vocational and academic areas through technology to strengthen the school-to-work connection
- Be provided with distance learning technologies including those with interactive capabilities
- Be provided with a learning environment that includes technology infused lessons

To meet our vision, our staff will:

- Be offered comprehensive staff development at various learning levels in the use of computers and other technologies for all district staff
- Be given increased access to computers in various settings along with connectivity to other technology
- See an increased investment in training, staffing, software and equipment to accomplish significant integration of the technology and teacher/learning
- Continue to explore the uses of emerging technologies

To meet our vision, our district administration will:

- Provide district-wide technology support personnel to provide adequate support and assistance for complicated technology problems and daily operations
- Provide ITF (Instructional Technology Facilitator) personnel to provide support and assistance to both staff and students.
- Provide infrastructure, including hardware and software essential to achieve our goals
- Continue to explore the uses of emerging technologies

To meet our vision, new ways will be developed to provide access and support for community and school-to-home connections through technology.

TECHNOLOGY PLANNING TEAM

Name:

Position:

Jay Yech	District Technology Coordinator
Heidi Clark	RV Elementary principal
Jim Nevil	MS/HS teacher
Michelle Sykora	MS/HS teacher
Paula Donner	RV Elementary - Chikaming Campus teacher
Laura Korbel	RV Elementary – Three Oaks Campus teacher
Rhonda Geisler	RV Elementary – Three Oaks Campus teacher
Paul Goodman	MHS Counselor
Jeanne Carter	RV Elementary – Instructional Technology Facilitator
Cheryl Capiak	Chief Financial Officer

CURRICULUM

The River Valley Curriculum Council and District Administration are empowered by this technology plan to integrate technology into the instructional practice of teachers and the academic achievement of students. The Curriculum Council consists of department heads, elementary grade level representatives, administration and other invited staff members. Everyone will be involved in promoting the use of education technology for accelerating the improvement of student achievement.

Technology no longer can be seen as just computers. We must recognize that technology includes Intranet/Internet, e-mail, blogs, distance learning activities, video streaming, multimedia, graphical calculators, and a variety of other peripheral and portable devices. As a district we must look to the future thinking outside the box to create a learning environment that will prepare our students in the digital age we all live.

Our goal is to create student centered and learner-driven environments that will aid in the standards-based educational process. Technology must become a seamless part of the educational process, used to enhance both teaching and learning. This plan is to be considered beyond the typical technology plan the district has had in the past, to an “education technology plan” that all staff will have ownership in. With rapidly changing technologies, the district must realize that the planning process is continuous and must be dynamic.

This Education Technology plan provides for the effective integration of technology into the curriculum. It evolves from the previous Technology Plan. Teachers and schools across the State are realigning their practices, policies and procedures with Digital Age standards. These standards include both the National and State Technology standards for students and teachers. River Valley School District has also aligned our technology goals and strategies with the National Educational Technology Standards created by the International Society for Technology in Education (ISTE). The technology foundation standards for students are divided into six broad categories. Teachers will use these standards and profiles as guidelines for planning technology-based activities in which students achieve success in learning, communication, and life skills.

ISTE Educational Technology Standards:

1. Creativity and Innovation

Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. Students:

- a. apply existing knowledge to generate new ideas, products, or processes.
- b. create original works as a means of personal or group expression.
- c. use models and simulations to explore complex systems and issues.
- d. identify trends and forecast possibilities.

2. Communication and Collaboration

Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. Students:

- a. interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media.
- b. communicate information and ideas effectively to multiple audiences using a variety of media and formats.
- c. develop cultural understanding and global awareness by engaging with learners of other cultures.

- d. contribute to project teams to produce original works or solve problems.

3. Research and Information Fluency

Students apply digital tools to gather, evaluate, and use information. Students:

- a. plan strategies to guide inquiry.
- b. locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.
- c. evaluate and select information sources and digital tools based on the appropriateness to specific tasks.
- d. process data and report results.

4. Critical Thinking, Problem Solving, and Decision Making

Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.

Students:

- a. identify and define authentic problems and significant questions for investigation.
- b. plan and manage activities to develop a solution or complete a project.
- c. collect and analyze data to identify solutions and/or make informed decisions.
- d. use multiple processes and diverse perspectives to explore alternative solutions.

5. Digital Citizenship

Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior. Students:

- a. advocate and practice safe, legal, and responsible use of information and technology.
- b. exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.
- c. demonstrate personal responsibility for lifelong learning.
- d. exhibit leadership for digital citizenship.

6. Technology Operations and Concepts

Students demonstrate a sound understanding of technology concepts, systems, and operations. Students:

- a. understand and use technology systems.
- b. select and use applications effectively and productively.
- c. troubleshoot systems and applications.
- d. transfer current knowledge to learning of new technologies.

The Michigan Department of Education has adopted a technology literacy mandate for all 8th grade students and technology content standards and expectations for Elementary, Middle and High School grades. (See http://michigan.gov/mde/0,1607,7-140-28753_33232_37328---,00.html). These MDE

competencies address what students at all grade levels should know and be able to do using technology. These include:

- Basic Operations And Concepts
- Social, Ethical, And Human Issues
- Technology Productivity Tools
- Technology Communications Tools
- Technology Research Tools
- Technology Problem-Solving And Decision-Making Tools

As stated in each section of the Educational Technology Standards and Expectations – “*Technology literacy is the ability to responsibly use appropriate technology to communicate, solve problems, and access, manage, integrate, evaluate, and create information to improve learning in all subject areas and to acquire lifelong knowledge and skills in the 21st century. The Standards and Expectations for each grade range are established to designate clearly what students are expected to know by the ends of grades two, five and eight.*” (http://www.michigan.gov/mde/0,1607,7-140-28753_33232_37328---,00.html)

Technology Delivery

River Valley School District integrates specialized and rigorous courses and curricula through the use of technology, including distance-learning technologies. Teachers will use a variety of media including distance-learning technologies and interactive Smart Board technology to better engage students in the curriculum and in their own learning.

Our district actively participates in the Michigan Virtual High School (MiVU) allowing our High School students access to online classes that are unavailable in our district. The district also uses Education 2020 and Novanet for credit redemption and summer school needs.

As a past participant in the RUS Grant (U.S. Department of Agriculture Rural Utilities Service Distance Learning and Telemedicine Grant 2005) through the Berrien County RESA all buildings are able to increase integration with distant learning connections. Our goal is to continue to increase the use of distance learning with the help of building-level advocates that will help promote the possibilities for integration and when possible assist with project creation and integration.

United Streaming is provided by the district for all staff PK-12. This online system provides interactive videos for infusion into curricular lessons.

Our District offers extended learning opportunities utilizing technology resources.

Parental Communications and Community Relations

River Valley School District realizes the importance of parental involvement and wishes to increase communication with parents and the community. A copy of this plan is posted on the District Web site at http://rivervalleyschools.org/pdfs/tech_plan.pdf, which will be highlighted, to parents and the community via our building newsletters and parent meetings.

We will continue to develop and update daily our District Web site at www.rivervalleyschools.org. Parents and interested community members can log on to our site and find out information ranging from calendars, newsletters, menus and handbooks to employment opportunities and Board of Education minutes.

Parents have the ability to view grades for Middle and High School students via the web. District/building information can be shared through our Instant Alert system. Parents have the option of subscribing to this system.

Our telephone system allows for increased communication. We have phones in all classrooms and all staff has voicemail.

Parents and community members will be involved in the school improvement process, including the technology plan. Our goal is to recruit more parents and community members to have a regular role in planning and evaluating how we use technology.

COLLABORATIONS

River Valley School District is actively involved in with Berrien County RESA and their Instructional Technology team.

River Valley's BPA organization plans to offer adult computer literacy workshops in the evening.

We are also actively involved with the Bridges to Digital Excellence program in Berrien County offering onsite classes to qualifying families in our district.

Our elementary school campuses work together to put together a program broadcast on the local radio station, WHRC Radio Harbor Country (106.7) called "It's Elementary" heard twice a week.

There will be increased grade level collaborations italicizing shared documents such as Google Documents. The elementary will begin to develop a curriculum map that will allow staff to better infuse technology into lesson delivery.

Professional Development

River Valley School District places importance on ensuring that our staff is successfully and effectively using technology. Our Instructional Technology Facilitator (ITF) meets regularly with the District technology department, building principal, K-5 staff and students and helps staff to infuse technology into the curriculum.

The ITF currently reports to the building Principal regarding technology responsibilities. This serves our K-

5 teachers by providing a direct link between the Technology Department and the instructional staff.

The Berrien County RESA offers many professional development opportunities throughout the school year. The Berrien RESA offers an online catalog, weekly emails, and a monthly calendar highlighting activities.

The District will commit funds, as available, to send the members of the tech team (or their designee) to the annual Michigan Association of Computer Users in Learning (MACUL).

The district will use the comprehensive Personnel Skilled in Technology Assessment created by the REMC Association of Michigan. It is aligned with the National Educational Technology Standards (NETS). It ties all questions to the NETS from basic productivity to Web 2.0. The results of this assessment will be used when planning professional development as well as the school improvement planning process. <http://www.remctoolkit.org/Personnel+Technology+Assessment>

The following standards serve as our goal for each member of our River Valley staff.

ISTE National Educations Technology Standards (NETS) & Performance Indicators Educational Technology Foundation for all Teachers

I. TECHNOLOGY OPERATIONS AND CONCEPTS.

Teachers demonstrate a sound understanding of technology operations and concepts. Teachers:

A. demonstrate introductory knowledge, skills, and understanding of concepts related to technology (as described in the ISTE National Education [Technology Standards for Students](#)).

B. demonstrate continual growth in technology knowledge and skills to stay abreast of current and emerging technologies.

II. PLANNING AND DESIGNING LEARNING ENVIRONMENTS AND EXPERIENCES.

Teachers plan and design effective learning environments and experiences supported by technology. Teachers:

A. design developmentally appropriate learning opportunities that apply technology-enhanced instructional strategies to support the diverse needs of learners.

B. apply current research on teaching and learning with technology when planning learning environments and experiences.

C. identify and locate technology resources and evaluate them for accuracy and suitability.

D. plan for the management of technology resources within the context of learning activities.

E. plan strategies to manage student learning in a technology-enhanced environment.

III. TEACHING, LEARNING, AND THE CURRICULUM.

Teachers implement curriculum plans that include methods and strategies for applying technology to maximize student learning. Teachers:

A. facilitate technology-enhanced experiences that address content standards and student technology standards.

B. use technology to support learner-centered strategies that address the diverse needs of students.

C. apply technology to develop students' higher order skills and creativity.

D. manage student learning activities in a technology-enhanced environment.

IV. ASSESSMENT AND EVALUATION.

Teachers apply technology to facilitate a variety of effective assessment and evaluation strategies.

Teachers:

A. apply technology in assessing student learning of subject matter using a variety of assessment techniques.

B. use technology resources to collect and analyze data, interpret results, and communicate findings to improve instructional practice and maximize student learning.

C. apply multiple methods of evaluation to determine students' appropriate use of technology resources for learning, communication, and productivity.

V. PRODUCTIVITY AND PROFESSIONAL PRACTICE.

Teachers use technology to enhance their productivity and professional practice. Teachers:

A. use technology resources to engage in ongoing professional development and lifelong learning.

B. continually evaluate and reflect on professional practice to make informed decisions regarding the use of technology in support of student learning.

C. apply technology to increase productivity.

D. use technology to communicate and collaborate with peers, parents, and the larger community in order to nurture student learning.

VI. SOCIAL, ETHICAL, LEGAL, AND HUMAN ISSUES.

Teachers understand the social, ethical, legal, and human issues surrounding the use of technology in PK-12 schools and apply those principles in practice. Teachers:

A. model and teach legal and ethical practice related to technology use.

B. apply technology resources to enable and empower learners with diverse backgrounds, characteristics, and abilities.

C. identify and use technology resources that affirm diversity

D. promote safe and healthy use of technology resources.

E. facilitate equitable access to technology resources for all students.

Technology Standards for School Administrators TSSA Draft Framework, Standards, and Performance Indicators (v4.0)

I. Leadership and Vision - Educational leaders inspire a shared vision for comprehensive integration of technology and foster an environment and culture conducive to the realization of that vision.

Educational leaders:

- A.** facilitate the shared development by all stakeholders of a vision for technology use and widely communicate that vision.
- B.** maintain an inclusive and cohesive process to develop, implement, and monitor a dynamic, long-range, and systemic technology plan to achieve the vision.
- C.** foster and nurture a culture of responsible risk-taking and advocate policies promoting continuous innovation with technology.
- D.** use data in making leadership decisions.
- E.** advocate for research-based effective practices in use of technology.
- F.** advocate on the state and national levels for policies, programs, and funding opportunities that support implementation of the district technology plan.

II. Learning and Teaching - Educational leaders ensure that curricular design, instructional strategies, and learning environments integrate appropriate technologies to maximize learning and teaching.

Educational leaders:

- A.** identify, use, evaluate, and promote appropriate technologies to enhance and support instruction and standards-based curriculum leading to high levels of student achievement.
- B.** facilitate and support collaborative technology-enriched learning environments conducive to innovation for improved learning.
- C.** provide for learner-centered environments that use technology to meet the individual and diverse needs of learners.
- D.** facilitate the use of technologies to support and enhance instructional methods that develop higher-level thinking, decision-making, and problem-solving skills.
- E.** provide for and ensure that faculty and staff take advantage of quality professional learning opportunities for improved learning and teaching with technology.

III. Productivity and Professional Practice - Educational leaders apply technology to enhance their professional practice and to increase their own productivity and that of others.

Educational leaders:

- A.** model the routine, intentional, and effective use of technology.
- B.** employ technology for communication and collaboration among colleagues, staff, parents, students, and the larger community.
- C.** create and participate in learning communities that stimulate, nurture, and support faculty and staff in using technology for improved productivity.
- D.** engage in sustained, job-related professional learning using technology resources.
- E.** maintain awareness of emerging technologies and their potential uses in education.
- F.** use technology to advance organizational improvement

IV. Support, Management, and Operations - Educational leaders ensure the integration of technology to support productive systems for learning and administration.

Educational leaders:

- A.** develop, implement, and monitor policies and guidelines to ensure compatibility of technologies.

- B.** implement and use integrated technology-based management and operations systems.
 - C.** allocate financial and human resources to ensure complete and sustained implementation of the technology plan.
 - D.** integrate strategic plans, technology plans, and other improvement plans and policies to align efforts and leverage resources.
 - E.** implement procedures to drive continuous improvement of technology systems and to support technology replacement cycles.
- V. Assessment and Evaluation** - Educational leaders use technology to plan and implement comprehensive systems of effective assessment and evaluation.

Educational leaders:

- A.** use multiple methods to assess and evaluate appropriate uses of technology resources for learning, communication, and productivity.
- B.** use technology to collect and analyze data, interpret results, and communicate findings to improve instructional practice and student learning.
- C.** assess staff knowledge, skills, and performance in using technology and use results to facilitate quality professional development and to inform personnel decisions.
- D.** use technology to assess, evaluate, and manage administrative and operational systems.

VI. Social, Legal, and Ethical Issues - Educational leaders understand the social, legal, and ethical issues related to technology and model responsible decision-making related to these issues.

Educational leaders:

- A.** ensure equity of access to technology resources that enable and empower all learners and educators.
- B.** identify, communicate, model, and enforce social, legal, and ethical practices to promote responsible use of technology.
- C.** promote and enforce privacy, security, and online safety related to the use of technology.
- D.** promote and enforce environmentally safe and healthy practices in the use of technology.
- E.** participate in the development of policies that clearly enforce copyright law and assign ownership of intellectual property developed with district resources.

"This material was originally produced as a project of the Technology Standards for School Administrators Collaborative."

COORDINATING/ SUPPORTING RESOURCES

In order to implement the activities and acquisitions prescribed in this technology plan, the Technology Department requests that the Board of Education continues to fund technology via the technology budgets as presented in this plan.

In addition, River Valley School District will continue to apply for Universal Service Fund grants (e-Rate)

each year. The e-Rate program allows River Valley School District to receive discounts on certain technology items based on our Free/Reduced lunch percentages.

The Berrien County Intermediate School District also approves grants to cover portions of the cost of distance learning events as well.

It is our goal to seek out and apply for grants that would help in our continued efforts to become a more technologically advanced school district.

River Valley School District has a variety of resources that ensure successful and effective uses of technology:

1. Video lending library – access to REMC materials
2. Informational school web site at <http://www.rivervalleyschools.org>
3. Berrien County ISD Distance Learning Catalog at <http://www.berrienresa.org/technology/vc>
4. Access to Moodle Learning software at <http://www.berrienresa.org>
5. Berrien County RESA Instructional Technology Team – available to help River Valley School District use technology effectively.
6. Aesop Online – online program utilized by staff when absent to request substitute teachers for the day.
7. Promethean Planet - has online classroom resources and professional development
8. M.O.R.E.--Michigan Online Resources for Educators <http://more.mel.org>
9. Discovery Education

It is the goal of River Valley School District to acquire, or continue to use, these additional resources to ensure that technology is being successfully integrated:

1. Copyright Manuals – one for each building
2. District-wide subscription to United Streaming
3. Career exploration programs such as Career Cruising, myDreamExplorer, MOIS.
4. Michigan LearnPort; SB-CEUs are offered through these courses
5. Windows XP on all workstations
6. MS Office applications on all workstations

Online card catalogs are being utilized in most River Valley School buildings to give students and staff access from not only the library computers but from their own classroom systems.

We will continue to update our school websites with the community in mind. Each site will contain, at a minimum, information on the school handbook, monthly school calendars, Acceptable Use Policy, historical information about the school itself and the surrounding area, points-of-pride, lunch menus. Staff members will be encouraged to have their own up-to-date web page. These pages can be accessed from the school site.

INFRASTRUCTURE NEEDS / TECHNICAL SPECIFICATION

River Valley School District's buildings are connected via a wide area network (WAN). Chikaming and Three Oaks campuses are connected to the Middle/High School via 36 MB wireless links. Currently Internet access is provided through Comcast and is filtered via a Squid/DansGuardian Linux box.

With few exceptions, all network electronics within the District are manufactured by Cisco Systems. Our telephone system is a Comdial system with the main cabinets located in the Middle/High School. Our

telephone system consists of PBXs with a block of 200 DIDs and 20 phone lines. Building telephone systems are connected to the Middle/High School via IP trunking.

The district currently has 4 smart cellular phones. We intend to purchase more smart cellular phones as the need arises. The smart phone function maintains communication with parents and staff when computer access is not available and can be used for emergency purposes to maintain a safe environment. For the Internet function, the educational staff could:

- ✓ Locate test results or other local student data during a meeting or parental discussion;
- ✓ Invoke the MDE website for contact information;
- ✓ Access information from the district web site;
- ✓ Identify curricular goals, objectives, and instructional methodologies available on national, state, or local web sites;
- ✓ Access student web-based data.

It is our goal that elementary student workstations have the following licensed software available:

- ✓ Type to Learn3/Type to Learn Jr
- ✓ KidPix Studio Deluxe
- ✓ Kidspiration / Inspiration
- ✓ Microsoft Office – Word, Excel, PowerPoint, FrontPage, Publisher
- ✓ Successmaker
- ✓ I Spy/I Spy, Jr
- ✓ Accelerated Reader
- ✓ Star Reading
- ✓ Adobe Audition 1.5

A contracted Technology Coordinator provides technical support for the District. The district out sources maintenance for existing telco/LAN infrastructure (test, replace, repair) cable and/or electronics for the district.

Our elementary buildings have access to the Instructional Technology Facilitator. This position is necessary for all students and teaching staff to assist in the integration of technology into lessons to prepare students for the 21st Century work force.

Currently the district has 8 Servers - File, Pinnacle, Meal Magic, Content, Security/Imaging, 2020, CK Apps, TO Apps. The Pinnacle server is aging. The file server is being converted from Linux to Microsoft.

Telephone and other contracted services will be frequently evaluated and bid out on a regular basis to make sure the District is receiving the most up-to-date options and to determine if they meet the needs of the District.

Increased Access

In order for teachers and students to have increased access to technology, River Valley School District plans to implement a District-wide Intranet whereby common forms and documents can be retrieved. The Intranet will be a place where files and information can be shared and will have separate sections for students and staff. Currently RV Elementary utilizes both a staff Intranet and a student Intranet while the Middle/High School has a staff Intranet.

The district's current ISP provides a minimum of 15 Mbps download and 2 Mbps upload bandwidth, compare to the current bandwidth of less than 1.5 Mbps each way.

The district will create a desktop replacement plan, on a 4 year rolling plan. Replacement will be at the discretion of the Technology Coordinator.

TECHNOLOGY BUDGET

ITEM	2011-12	2012-13	2013-14
Contracted Technology Coordinator	\$34,000	\$34,500	\$35,000
Instructional Technology Facilitator	\$31,200	\$31,900	\$32,500
Tech Worker (M/HS trouble shooting)	\$30,000	\$31,000	\$32,000
Benefits (Retire,Fica, Ins)	\$41,680	\$44,184	\$48,074
Comcast Internet	\$ 2,400	\$ 2,600	\$ 2,800
Telephone	\$18,000	\$18,000	\$18,000
Travel - Local Conference Expenses	\$1,500	\$1,500	\$1,500
Supplies – Misc	\$4,400	\$4,400	\$4,400
Equip Maintenance	\$9,000	\$9,000	\$9,000
Dues & Fees (software licenses)	\$10,000	\$10,000	\$10,000
United Streaming License	\$1,500	\$1,600	\$1,700
Workstation Replacement	\$30,000	\$30,000	\$30,000
Workstation Maintenance/Upgrades	\$2,000	\$2,000	\$2,000

Future Budget Requirements

Our budget must reflect provisions for:

- Software
- Replacement of hardware
- Staff Development
- Upgrades
- New hardware
- Continued licensing
- Continued contracted services for Technology Coordinator
- Elementary Instructional Technology Facilitator

Proposed Additional Future Expenditures:

- Elementary Instructional Technology Facilitator
- Proposed Additional Future Expenditures:
- Instructional Technology Facilitator in the elementary – extended time
- Additional digital camera(s)
- Additional printers (color laser per building)
- LCD Projectors
- Smart Technologies
- Sound amplification systems
- Document camera(s)
- Curricula specific hardware/software
- Classroom Response Systems
- Updated WAN connections between buildings to correct some interference issues and to meet increased need.
- Create a secure wireless access environment
- Replace phone system (sometime in the next five years)
- Replace/upgrade/add to network infrastructure. Switches are full and cannot accommodate the additional technology they also have ports that have failed. The switch infrastructure as installed was never able to connect all the network drops installed.
- Maintain annual Microsoft subscription so current versions of Office, operating systems, and server access licenses (CALs) are properly licensed.
- Maintain annual anti-virus subscription, currently Symantec

Acceptable Use Policy for the District Computer Network

The River Valley School District offers access to computers in many classrooms. Along with this access comes availability to the district computer network for electronic mail and the Internet. To gain access to Email and the Internet, all students must obtain parental permission and must sign and return the Student Account Agreement to the High School librarian, or classroom teacher.

River Valley School District is in compliance with the Children’s Internet Protection Act (CIPA) and filters all Internet access by means of an 8e6 R2000 system provided via the Berrien Regional

Education Service Agency (BRESA).

The District Computer Network has been established for educational purposes. Students will have access to the World Wide Web information resources through their classroom, library, or computer lab. You and your parent must read this policy and sign the Agreement before you will be granted access to the Internet. Your parent can withdraw their approval at any time.

You will not post personal contact information about yourself or others. Personal contact information includes your complete name, address, telephone, school address, work address, etc. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

You will not try to gain access to the Internet or email services if not authorized to do so. This includes attempting to log on using another person's account or accessing another person's files. You will not seek information on, obtain copies of, or modify files, other data, or passwords belonging to others. All information accessed by using the District network should be assumed to be copyrighted material.

Any use to disrupt the network, the hardware or software by destroying, modifying, or abusing it in any way is prohibited. Users infecting the network with a virus will be held liable for all damages. You will not download or install software on district computers.

Users of the Internet will not access or process pornographic materials, sexually explicit, suggestive or inappropriate files. Inappropriate files could include sites or materials that promote illegal acts, violence, or discrimination towards other people. If you mistakenly access inappropriate information, you should tell your teacher or other school employee.

You are responsible for your individual account and should take all precautions to prevent others from being able to use your account. Do NOT provide your password to another person. If you feel that your account is being used by someone else you will report that to your teacher or school employee. Students are responsible for good behavior on District computer networks just as they are in the classroom. Communications on the network are often public in nature. General school rules for behavior and communication apply.

The network is provided for student to conduct research and communicate with others, for educational purposes only. Access to the District network is a privilege, not a right. With this access comes responsibility. Email accounts will be given out by the School District. The email name and password will be provided by the school librarian, or other school employee. These will NOT be changed by the student or their access to email will be removed. Because the email account provided to you is for educational purposes, as is all access to the Internet, you should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker. Routine maintenance and monitoring of the District computer network may lead to the discovery that you have violated this Agreement. Your parents have the right to request to see the contents of your email files. Email accounts given by the District will not be used for anything personal in nature, including but not limited to, writing to family members, boyfriends, girlfriends, or subscribing to membership services offered on the Internet during school hours. The High School/Middle School library will have computers set aside during designated times before and after school for personal computer use. The District reserves the right to inspect and control the use of all information in and out of our site. You will not open a second email account or bring an account already established from home to use on the District network.

Parents will be notified of any violations to this agreement. Violations may result in loss of access as well as other disciplinary or legal action as outlined in the District handbooks. Violations could mean suspension or expulsion from school and prosecution by local law enforcement agencies.

*Approved by the River Valley Board of Education, June 21, 2001

EVALUATION PLAN

River Valley School District is committed to evaluating how we are using technology in our District. It is important that we evaluate the extent to which activities are effective in integrating technology into curricula and instruction, the extent that we are increasing the ability of teachers to teach, and the extent to which we are enabling students to reach challenging state and national academic standards.

The District's Technology Team comprised of the District Technology Coordinator, the elementary

Instructional Technology Facilitator, an Administrator, and various faculty members will evaluate the plan at the end of each school year. As a result of this evaluation, the team will recommend any necessary changes or updates for the upcoming year.

In order to meet unmet goals, the Technology Team will work with the Administrative Council, Curriculum Council, and Superintendent of Schools to ensure goals are consistently met. The district should consider inclusion of a technology representative on all planning committees such as Administrative Council, Curriculum Council and School Improvement teams.

River Valley School District Job Description

Title: District Technology Coordinator

Qualifications:

- ✓ High School Diploma or it's equivalency
- ✓ Extensive knowledge of computer hardware, software (operating systems and applications) and network

- operations and administration
- ✓ Ability to communicate effectively with staff, students, parents, and community members
- ✓ Demonstrated successful work experience that includes: good character, organization and work attitude; cooperative; physically fit; self-directed; and high standards of performance in his/her work
- ✓ Ability to provide instructional leadership, direction for instructional computing, and technology applications, including hardware, software training, assist in technology curriculum and assistance with overall district technology planning

Reports to: Superintendent

Term of Employment: 240 days per year

Performance Responsibilities include but are not limited to:

- Supervise ongoing installation, upgrade, repair and maintenance support for hardware: workstations, file servers, and network equipment and telecommunications equipment
- Supervise ongoing installation, upgrade, repair and maintenance support for software: network operating systems, workstation operating systems and applications, curriculum software, virus protection, and internet screening
- Coordinate the administration of network servers: manage users, issue passwords, maintain systems security, backup and do general maintenance on servers and other network components
- Provide leadership in refining, developing and implementing the District's Technology Plan
- Work with the Business Manager and the Technology Team in the following areas of technology:
 - Budget development and management
 - Decision making related to all areas of voice, video, data, hardware, software, cabling infrastructure
 - Planning and directing the centralized acquisition and processing of technology resources
 - Directing, planning, and evaluating the work of contracted vendors
- Facilitate and maintain an accurate inventory of all technology hardware and software in the District. Track software licenses
- Assist to provide adequate virus protection and security of all technology systems and placement of equipment
- Keep informed of technology resource developments and remain current on trends and development regarding their use
- Work with the building Instructional Technology Facilitators to keep them current on technology developments and training opportunities
- Is able to work flexible hours and be called in for emergency repair and maintenance work

Preferred:

- Has at least an associate's degree or two (2) years of college in related technology area, i.e., instructional systems, management information systems
- Has networking certification
- Has experience in using technology for managing work
- Has grant writing experience
- Completion of at least 5 hours of professional development training per year

RIVER VALLEY SCHOOL DISTRICT JOB DESCRIPTION

Title: Instructional Technology Facilitator/Resource Person/Technician

Qualifications:

- ✓ High School Diploma or equivalency



- ✓ Basic knowledge of computer hardware, software (OS & applications) and network operation and administration
- ✓ Ability to provide instructional leadership and curriculum integration assistance
- ✓ Leadership and organizational skills
- ✓ Ability to effectively relate to students
- ✓ Ability to maintain effective working relationships with co-workers

Preferred:

- ✓ Has at least an Associates Degree or two (2) years of college in related technology area or equivalent SBCEU's
- ✓ Experience in a school setting

Reports to: Building Principal and Technology Coordinator

Term of Employment: 200 days per year/6 hours per day/Salary based on qualifications

Performance Responsibilities include but are not limited to:

- Troubleshoot hardware and software problems within the building
- Coordinate with the District Technology department to schedule maintenance, diagnostics, repair, cleaning
- Install software, configure systems
- Administer network servers: manage users, issue passwords, maintain system security, backup and do general maintenance on servers and other network components
- Provide communication to parents, staff, community regarding the program and the district technology plan
- Website maintenance
- Develop and coordinate implementation of the school technology plan
- Assist to determine the needs to technology training for staff.
- Participate in staff development training provided and/or promoted by the district
- Design, coordinate and provide instructional technology in-service opportunities for school-based personnel
- Recommend budget requirements for an effective school technology plan
- Contribute to the design of the total school curriculum and instructional program
- Provide leadership on the school technology committee
- Establish an environment which encourages creative and independent use of instructional technology throughout the school
- Contribute to student's development of skills in the use of instructional technology program
- Assist educators in planning for the use and integration of technology in the instructional program
- Model effective uses of appropriate instructional technology in the classroom and the school media center for teachers and students.
- Assist teachers in the use of computers in their classroom and in the use of a computer lab, as appropriate
- Provide the staff with information about new technology developments in their specific area of responsibility
- Provide staff with district goals relating to technology

Professional Development:

- The District will require completion of at least 3 hours of training per year. Documentation will be kept of completion.

**River Valley School District
Publication Release Form**

Dear Parent or Guardian:

As your student participates in school activities, we may have opportunities to put his/her picture and/or name in district publications, such as, our district website and district/school newsletters to give credit for his/her part in school activities. Opportunities during the school year might include:

- Student names, pictures and/or work used in local newspapers
- Student work/thoughts, voice and first name may be used on the local radio station during the broadcast "It's Elementary".
- Video Conferencing/Distance Learning activities that would match up students in our school with students from another school in the country/world. Their images, first names and work would be viewed by the participating classes via video camera
- Email/regular mail pen pals, collaboration with another school via controlled/supervised Instant Messaging (again using only first names and no personal information)

There is no monetary compensation for using the student's picture, name, or activity in any of these publications.

AS PERTAINING TO SCHOOL NEWSLETTERS, NEWSPAPER ARTICLES, WEBSITE, OTHER DISTRICT PUBLICATIONS, RADIO SHOW, VIDEO CONFERENCING AND CLASSROOM COLLABORATIONS:

PLEASE CHECK ALL THAT APPLY

I give permission for the following to be released for my child:

- Picture/Image (if using video equipment)
- First Name
- Last Name
- Student-created Work

I also give permission for my child to participate in:

- Video Conferences/Distance Learning Activities
- "It's Elementary" radio program
- Pen pals (email and regular mail), Supervised Instant Messaging used for a project with another classroom.

STUDENT'S NAME (Please Print): _____

PARENT/GUARDIAN: (Please Print) _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____