

Technology Plan

July 1, 2009 – June 30, 2012

Ravenna Public Schools
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Technology Plan URL

www.ravennaschools.org/techplan_2009_12.pdf

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Introductory Material

District Mission Statement

A Community Creating Life Long Learners.

District Background

Ravenna is a progressive community that values young people. The entire community strives to meet the educational, social and emotional needs of its students. In 2000, the school district completed a \$14 million building expansion and renovation project. The entire core curriculum mirrors the requirements of state and federal mandates and standards.

With facilities and accompanying programs securely in place, a greater focus has been placed on the continual improvement of student outcomes. The community is small in size, but the citizens, in concert with the schools, have made a commitment to meet the needs of all students. While much has been accomplished, successes continue to be a work in progress.

Select Ravenna Public Schools Demographics					
Table 1					
School Name	Bldg Size	Grade Levels	Number of Faculty	Number of Students	Socioeconomic Free & Reduce Percentage
Beechnau Elementary School 12322 Stafford Street Ravenna, MI 49451	61,400 sq ft	K-5	26	492	49%
Ravenna Middle School 2700 S Ravenna Road Ravenna, MI 49451	59,000 sq ft	6-8	15	232	39%
Ravenna High School 2766 S Ravenna Road Ravenna, MI 49451	67,000 sq ft	9-12	19	332	37%
Ravenna Preschool 12335 Hts. Ravenna Road Ravenna, MI 49451	800 sq ft		2	45	
North East Education Center 1001 East Wesley Muskegon, MI 49442	10,115 sq ft	K-12	4	21	71%

Technology Planning Team

Table 2

Amy Christensen	RMS faculty
Scott Cousineau	RHS Principal
John Crowell	RHS/RMS faculty
Jim Gill	Parent
Randy Helsen	RHS faculty
Joan Iwaniw	Parent/RHS Secretary
Kim Kowalski	Counselor
Chris Linck	Parent
Mindy Lynch	Beechnau faculty
Jason Mellema	RMS Principal
John Robertson	Technology Coordinator
Sue Sharp	Beechnau Principal
Marcy Toporski	RMS faculty
John VanLoon	Superintendent
Trish VerMeer	Beechnau faculty & MI Champion
Cindy Wilcox	RHS faculty
Sharon Yonker	School Board

Vision and Goals

Vision

Each student will acquire the technology skills needed to succeed in an ever-changing world.

Goals

1. Continue to provide the hardware and software necessary for all students and faculty to integrate technology into the Ravenna Public Schools curriculum.
2. Our district mission statement, “A Community Creating Life Long Learners”, implies that students and faculty choose the appropriate hardware and software to accomplish the task at hand. Ravenna Public Schools (RPS) identifies students’ needs and teaches technology strategies to acquire knowledge and solve problems. This process is the essence of life long learning.
3. RPS students will continually demonstrate basic operations and concepts when appropriate for their curricular needs. Basic software instruction will include office and multimedia applications, Internet safety, and technology ethics. This instruction meets the METS standards.
4. RPS students will use appropriate technology communications and research tools to help with curricular activities and assessments. Using the Internet, students will research topics using the Michigan Electronic Library databases (mel.org/databases) and other search engines. This instruction meets the METS standards.
5. RPS students will be able to use appropriate technologies to solve problems, make decisions, and support life long learning and collaboration in each curricular area. Students will utilize subject simulations, career websites, electronic Educational Development Plans in 7th through 12th grades, and online educational media. This instruction meets the METS standards.
6. Our District Improvement Plan is a five-year plan. It is periodically updated and is the basis for all school improvement plans. Both the district and school improvement plans incorporate professional development activities for teachers that expand their technology capabilities and address curricular technology integration issues and strategies. Our district plan gives broad goals for curricular technology implementation while school improvement plans address the specific technological needs for each building.

Curriculum Curriculum Integration

Specific Goals

- By the end of each grade cluster, Ravenna students will have mastered the (revised May 2009) METS standards for PK-2, 3-5, 6-8 and 9-12.
- Faculty using the METS Checklist will measure mastery.
- 8th grade students will be taking the Muskegon County Eighth Grade Tech Literacy Assessment

Strategies

Collaborative efforts of our technology teachers and our classroom teachers make the integration of technology into our curriculum a standard policy. Examples of this process are:

Beechnau Elementary

Third grade students create documents using multimedia tools, digital images and text. They share these as digital presentations and are printed in hard copy to make a book.

In fourth grade, students research an author using Internet resources like search engines and MEL. Students visit the author's home page to gain bibliographic information and interact with the author's books and blog.

Fifth grade students write an autobiography. They use the Internet and creativity software to create a timeline, use digital photos, and music to display their work for peer, parents and community members.

Middle School

Students learn to make graphs and pie charts from spreadsheets. This supports a stock market unit addressing economic goals in social studies, as well as data presentations in all science classes.

Students master PowerPoint presentations so they can apply this skill in any curricular area.

Students write business and friendly letters that address the language arts expectations.

History students use iMovie to create an ABC book set to music.

High School

Students are responsible for creating a portfolio with supporting materials reflecting positive aspects of their high school years. Student portfolios are presented in an exit

interview with a school administrator or community member as part of their graduation requirements.

Most new textbooks purchased at this level have websites and CD-ROM based content that provide students with information to help them explore their benchmarks in a more complete manner.

Teachers use online resources. RHS offers advanced technology courses such as website design, desktop publishing, and multimedia.

The Business Professionals of America competes at the regional, state and national levels using workplace assessment and technology skills.

Identify and Promote Curricula and Teaching Strategies

For district growth in the areas of technology integration, we will continue to provide time for teachers to collaborate before and after school as well as during planning time. Curriculum days and staff meetings will also be used to explore the METS checklist with all teachers so they are aware of new and better ways to integrate the many things the students are learning in their technology classes.

Technology projects will continue to be showcased during open houses, family nights, parent teacher conferences and other public events whenever possible.

Curriculum

Student Achievement

A Description on How Technology will be Integrated

- All 2nd grade students will produce a multimedia presentation using Pixie 2 to enhance the mathematics and language arts curriculum.
- All 5th grade students will produce an autobiography project integrating Internet research and download pictures using digital cameras in a Pixie 2 document. This is used to enhance language arts and as a precursor to a larger research project in social studies.
- All 7th grade students participate in a virtual band project applying word processing and desktop publishing skills. Data is collected, represented, and sorted using spreadsheets. The project culminates in a multimedia presentation. All these skills can be applied to any subject area.
- All 8th grade students will complete a camp project in which they will write friendly and business letters, as well as create a pamphlet. This is used to enhance language arts. The brochure can be applied to any subject area.
- Between 7th and 12th grades, students will complete Career Forward and update their Educational Development Plan (EDP) using Career Cruising.
- By the end of 12th grade, students will have a senior portfolio and successfully pass an exit interview. The senior portfolio integrates all subject areas and district outcomes. Examples of student successes are included either in hard or digital copy.

A Timeline for Technology Integration

- Our curriculum integration goal is to master the (revised May 2009) METS standards by the end of each grade cluster.
- Prior to the 2009-10 school year, the technology committee educators will discuss METS and where they fit into the curriculum for 2009-10.
- The Tech Literacy Test is completed during 8th grade. A gap analysis is performed to enhance instruction.
- Discussion of integrating the METS with the general education curriculum will take place.
- Business Management and the Agricultural Science departments complete a periodic gap analysis for the State of Michigan. A plan of improvement for the vocational education programs is defined.
- This pattern of sharing will continue throughout 2010-11 and 2011-12.

Curriculum Technology Delivery

Online tutorials

- tax preparation
- stock exchange simulation
- Adobe PhotoShop
- Prentice Hall, Glencoe websites
- OSHA, MIOSHA websites
- HTML coding and website design

Commercial Websites

- Renaissance Place. renlearn.ravennaschools.org: Accelerated Reader, Star Reading, Star Math.
- Career Cruising. www.careercruising.com, for career exploration
- Discovery Streaming, www.discoverystreaming.com, for video delivery
- Dynacal, <https://admin.dynacal.com>, online calendar
- DIBELS, <https://dibels.uoregon.edu/>, online data management of literacy
- Zoomerang, <http://www.zoomerang.com>, survey
- Brain Pop, www.brainpop.com, for instructional movies

Video System

- Building wide delivery of video

Future Plans

- Videoconferencing is being utilized by a select group of staff members with plans to extend its use into the classrooms.
- The Moodle course management system, moodle.org, is being explored for appropriate use within our curriculum.
- Virtual fieldtrips are available at the Regional Technology Center.
- Michigan Virtual High School and Michigan Virtual University opportunities will be evaluated on a student-by-student needs basis.
- Online learning opportunities
- Opportunities will be investigated to determine their feasibility regarding curriculum delivery as they arise.

Curriculum

Parental Communications and Community Relations

Technology Plan Dissemination

- Posted on RPS website, http://www.ravenna.k12.mi.us/techplan2009_12.pdf
- Printed copy available from Administration Office, technology department, or Curriculum Coordinator
- School board meeting

Additional Means of Using Technology to Communicate

- District newsletters
- Telephone and automated dialer
- Online calendar. calendar.ravennaschools.org
- Websites
- Email
- USPS mail
- Home Connect for Accelerated Reader
- Teacher meetings
- Conferences
- MAISD professional development training
- Online sports schedule: highschoolsports.net
- Discovery Streaming
- Voicemail
- Scholastic Book orders
- eProgress reports
- Google Docs
- Teacher blogs
- Meal Magic
- Dubbing videos of school events for parents and students
- Demonstrations for parents at public events and hard copies sent home
- Grade specific METS

Future Means of Using Technology to Communicate

- Parental listserv set up for delivering announcements
- Grade, attendance, and discipline viewer via new student management system
- Parent Link on website with resources available to district residents
- IGOR datawarehouse for ongoing student data recovery and reports
- Student blogs and email

Parent and Community Member Involvement

- Parents are members of the Technology Planning Committee
- A school board member is on the Technology Planning Committee
- Parents and business owners are members of the Career and Technical Education Advisory Committee
- Parent surveys at the end of the year address technology implementation and integration
- Parents are members of the Ag Science Council
- Parents are invited to be active members of School and District Improvement committees

Curriculum Collaboration

Adult Literacy Service Providers

- Because district size and proximity to districts that have adult literacy programs, students that are in need are directed to other districts i.e. Oakridge, Orchard View and Mona Shores.

Professional Development

Professional Development

PD Strategies

- Teacher in-service through local resources, MAISD, professional training corporations, university coursework, educational organizations, seminars, and conferences

Integration

- MI Champions awardee (Beechnau)
- MiBLSi grant (Beechnau)
- Professional development is structured and tailored to align with Michigan mandated curriculum needs. The training is then offered to the appropriate faculty.

Timeline

- Fall 2009: Application skills and techniques that staff can use throughout the year should be presented.
- Mini lessons: A schedule of short courses focused on using an application should be developed by or between the technology coordinator and faculty.

Awareness

- Professional development sessions will be aligned with METS, NETS for Teachers (2009), GLCEs and HSCEs.
- Some professional development sessions will focus on utilizing our software and hardware tools. These include using Webmail for district email communication, online attendance system, Easy Grade Pro (electronic gradebook) and other common applications. The training will occur throughout the school year.

Professional Development Supporting Resources

- Board Policy 4510 – Computer Network
- Software manuals online
- RPS Technology Coordinator
- University continuing courses
- MAISD Regional Technology Center trainers
- Technology coordinator writes detailed instruction sheets and distributes via paper, email and files placed on server
- New Horizons
- MIEM and other organization seminars
- MACUL attendance
- Apple Certification
- Michigan Learnport
- Adobe Photoshop Elements online training
- Discovery Streaming
- Regional Technology Center
- Online subscription services
- Annual maintenance contracts
- Technology support requests
- University collaboration
- METS
- NETS for teachers and administrators
- International Society for Technology in Education recommendations
- School Wide Information System (SWIS)
- DIBELS

- Renaissance Learning (Accelerated Reader, Star Reading, Star Math, Math Facts in a Flash)
- Zoomerang surveys

Current Status

Network Infrastructure

- The network electronics installed in 2001 are aging. The network continues to provide (mostly) stable and robust connectivity within each building and between the Beechnau site and the RMS/RHS site. Various components, however, have begun to fail more often.
- The Alpine 3808 (core) switches continue to be updated when needed. Typically updates occur during the summer. The Alpines remain under a “24/7/Next business day Advance Replacement” maintenance agreement.
- The Summit (workstation) switches went end of life on 31-Dec-05. There is no support from Extreme Networks for those. Refurbished equipment has been available for purchase when one has failed. The obsolete equipment is located in the Intermediate Distribution Frames in Beechnau (BCH) gym, administration, preschool, RMS office, RMS lounge, RHS rubber gym and RHS 401.
- Any change in services delivered over the data network, like VOIP, will require complete replacement of all the network electronics.
- The district owns the single mode fiber between RHS and RMS. It owns the multimode fiber between RMS and Beechnau. There is an annual fee paid to Charter Communications for the multimode link maintenance.
- The Shoreline Fiber project was completed in 2006. All Internet and TCP/IP traffic utilizes the Shoreline Fiber.
- Additional electronics are added when needed.
- There is a 10/100-megabit Layer-3 switched Ethernet LAN to all classrooms. This is the capability of the previously mentioned Summit switches
- There is a 1-gigabit fiber optic Layer-3 switched WAN link between Beechnau, RMS and RHS. This is the capability of the previously mentioned Alpine 3808s.
- Temporary wireless connections have been installed on an adhoc basis.
- There is a minimum of three data ports, one telephone port and one CATV port in every classroom.
- Additional, wired, data ports were installed in the middle school media center and RHS 301.
- There is a wireless link between the transportation building and the RHS. This provides file sharing and Internet access for the transportation supervisor. Services accessed include the Polyplot application, AS/400 student management at the MAISD and general Internet services.

- Telephones are in offices, maintenance areas and all instructional rooms.
- A video distribution system allows classrooms to view cable TV, announcements and building wide videos.

Workstations and other hardware

- Each building has at least one document camera, data projector and CD/DVR system.
- Every instructional classroom has a telephone, TV, VCR or DVD/VCR combo player, scan converter and high speed Internet access. Most TVs are 27”.
- Centralized laser printers are distributed throughout the district.
- There is at least one color laser printer per building.
- There are two copy machines per instructional building.
- The Beechnau and RMS offices use Apple hardware exclusively. With the Intel architecture, the purchase of VMware Fusion and Microsoft Windows license, the only computers that must be Windows based are the sign controllers at the RHS and Beechnau. Even these might not have to be Windows based. It might be more convenient to keep the admin assistant, business manager and the maintenance computers Windows based, but it is not necessary.
- High volume copy jobs are not sent to the high school for copying any more. This is putting strain on the lower volume copiers in Beechnau and the RMS. Beechnau’s copiers are especially prone to failure because copy jobs are no longer run at the RHS.
- BCH 109 (computer lab) was upgraded from nineteen to twenty-five workstations via a donation in 2008-09. The Title 1 office moved into the Media center with twelve computers in 2008-09.
- There is a 25-station computer lab and a 14-station media center lab in the RMS.
- There are two 25-station RHS computer labs. The RHS media center went from six computers to thirty-one via a donation.
- There are two 30-station Keyboard Instructor packs in Beechnau.
- Alpha Smart keyboards are used for special education and inclusion classroom student use.

Servers

- Four Macintosh Xserves run Mac OS X Server 10.5.x. The server codenamed Peabody provides Mac and Windows file sharing. Spike is the Radmind server (imaging) and application server. Brutus and Victor are two obsolete Xserves. They are configured redundantly to provide DHCP & DNS services.
- A new server is needed in 2009 for initial system imaging and to move some file & print serving to a second computer.
- Peabody’s storage was increase from 750 gigabytes (.75 terabytes) to 4 terabytes in 2008.
- Peabody provides OS X users with networked Home Directories and Windows users with roaming profiles

- The applications on Spike are InfoCentre, ExamView, Mavis Beacon, ReadNaturally and Harcourt Math Center. InfoCentre is the electronic card catalog system for the district. Mavis is a typing tutor program for the RMS. ReadNaturally and Harcourt Math Center are used by Beechnau for remediation.
- All servers are located in the main distribution frame at Beechnau.
- Internet and SPAM filtering is provided by the MAISD.
- Internet, email and listserv services are provided by the MAISD.
- Most new proposals are reported to the technology department for impact on the network, workstations, servers and software. Communication between buildings and the technology department concerning needs and desires is improving.

Infrastructure, Hardware, Technical Support and Software Infrastructure Needs/Technical Specification and Design

Needs to be acquired during 2009-12 Technology Plan

If funding is available

- Replace the existing data network switches.
- An additional OS X 10.5 server with storage needs to be installed to reduce the demand on the server codenamed Peabody.
- A wireless survey needs to be performed before any multi-room or school wide wireless service is implemented.
- Office copy machines in Beechnau, RMS and RHS need to be replaced due to age.
- Replacing five workstations per year per building will meet the needs of updating old hardware. This will increase the number of functional workstations.
- Video projection needs in many classrooms are rising. Sharing video projectors has worked so far, however permanently mounted units should be considered.
- New servers will be added as the needs of users increase. If the Brutus or Victor servers fail, a new server will have to be purchased immediately.
- A web based help desk tracking system needs to replace paper-based requests.
- Investigate a replacement for Harcourt Math Center. Procure the replacement if found.
- The teacher(s), Curriculum Director and technology coordinator should do an application needs assessment annually.
- The technology budget includes a line item for emergency replacement of the obsolete equipment in the intermediate distribution frames. The equipment will be replaced upon failure.

Interoperability

- All technology systems are interoperable and multiplatform accessible.
- The technology department must approve all technology purchases.
- The majority of new office workstations run Macintosh OS X. Where needed, a Windows license and VMWare Fusion are purchased for specific needs.
- The technology standards for classroom operating systems are Macintosh OS X and Apple (Intel) Macs.
- The technology coordinator and curriculum director collaborate to ensure that the infrastructure will handle curriculum needs.
- All servers are accessible from any computer.
- All network infrastructure components must support the common Macintosh and Windows protocols.
- The technology coordinator needs to continue technical training to keep up skills with the latest technology.

Technical Support

- Help Me! Forms have been replaced by email and telephone reports. A web based Help Desk computer has been setup for testing. The IRM Help Desk application was identified by CompuCraft as a likely candidate. Tim Brown at the MAISD is helping to install it. It should be configured by August 2009.
- Prior to purchase, new network infrastructure components are investigated to assure interoperability with the existing components. A stable and robust network infrastructure with minimum downtime is the goal of the technology department.
- Switches, voicemail and card catalogs are under “next day replacement” maintenance agreements with vendors.
- The MAISD Regional Network Manager configures RPS CISCO Pix Firewall and assists in configuring the Internet filter. The manager is consulted on other issues related to the RPS to MAISD WAN.
- The MAISD Student Application Management System Specialist provides help with CIMS and other AS/400 issues.
- The MAISD Help Desk maintains RPS email account management.
- The technology department keeps maintenance records on hardware.
- The technology department does basic troubleshooting and repair. More extensive repairs are sent to various service centers.
- The technology department keeps the software license file.
- The technology department stocks some replacement parts such as printer toners and batteries.
- The technology coordinator attends MAISD training, local and state conferences, authorized training centers, and online training as needed. Online vendor knowledgebases and magazine articles are searched for problem resolution. The technology coordinator shares information regarding trouble-shooting with the technology secretary.
- Vendor specialists are hired as needed.
- The technology coordinator plans voluntary training classes when requested.
- The technology coordinator and technology secretary provide informal training to individual users when asked or when problem is resolved.
- Preventative maintenance is performed annually on printers, computers and copiers.
- Radmind is a free utility that maintains images of the OS X operating system and application software on Macintosh hardware. Radminding an OS X computer removes any changes and restores the computer to a base image.

Infrastructure, Hardware, Technical Support and Software

Increase Access

Increasing access to technology is essential to integrating technology into the curriculum. At Beechnau, there is a computer lab available for formal instruction by the computer teacher and intervention teachers. It is available for general education teachers to sign out at other times. In addition, Beechnau has a mini-lab in the media center. At RMS, a computer lab is available for formal instruction by a computer teacher. It is available for general education teachers to sign out at other times. A smaller lab is also available in the RMS media center. A vocational education funded classroom is available at the RHS for business classes. A second lab is available for sign out. The RHS media center has a thirty-one station computer lab. In addition, eight tech department computers are in the main room. These computers are configured similarly to RHS 307 so students can work on related curriculum outside of RHS 307.

Regular discussions about needs occur between teachers and principals formally and informally. This enables the technology department to evaluate deployment options for resources and make recommendations to building principals.

Assistive Technology

- The MAISD assistive technology staff has increased opportunities through the acquisition of Premiere Assistive software. They've trained district special education teachers on using the application effectively in their classrooms.
- Hardware and software available
 - Alpha Smarts for word processing
 - Speaking spell checkers
 - Boardmaker application
 - CD Players for MEAP testing
 - Headphones
 - Digitized textbooks and novels throughout the district
 - Scanners for teachers to digitize items themselves
 - Wireless microphone systems in some classrooms

Funding and Budget
Budget and Timetable

Description	2008-09 (base year)	2009-10	2010-11	2011-12
A Salaries	\$80,464	\$81,269	\$82,081	\$82,902
B Benefits	\$27,925	\$32,114	\$36,931	\$42,470
C FICA/Retire/WorkComp	\$19,753	\$21,728	\$23,901	\$26,291
Professional				
D Development	\$1,000	\$1,000	\$1,000	\$1,000
E Repair	\$35,500	\$35,500	\$35,500	\$35,500
F BCH Library books	-	-	-	-
G RHS Library books	-	-	-	-
H RMS Library books	-	-	-	-
I Periodicals	\$2,300	\$2,300	\$2,300	\$2,300
J Office supplies	\$250	\$250	\$250	\$250
K Technology supplies	\$3,500	\$3,500	\$3,500	\$3,500
L Network supplies	\$5,000	\$5,000	\$5,000	\$5,000
M BCH Library supplies	\$600	\$600	\$600	\$600
N RHS Library supplies	\$650	\$650	\$650	\$650
O RMS Library supplies	\$550	\$550	\$550	\$550
P Capital outlay	\$6,500	\$6,500	\$6,500	\$6,500
Q Dues/Fees	\$400	\$400	\$400	\$400
Totals	\$184,392	\$191,361	\$199,163	\$207,914

Note 1: Software and curriculum support are part of the curriculum budget, not the technology budget.

Note 2: Forecasting a budget three years out isn't practical but must be attempted. Rows A & C assume a 1% increase each year. Row B reflects a 15% increase.

Note 3: The line items beginning with row D and ending with row Q are unlikely to increase in 2009-12. In fact it may decrease.

Budget priorities if funding available

2009-

10	Description	Budget Category	Responsibility	Priority	Est. Cost
1	Renew annual maintenance contracts	E - Repair	Tech C.	1	\$21,649.00
2	District wide printer toner purchase	E - Technology Supplies	Tech C.	1	\$5,352.00
3	Hardware & A/V maintenance	E - Repair	Tech C.	1	\$3,193.00
4	Update switch image	No cost	Tech C.	1	
5	Tech Dept training	D - Professional Development	Tech C.	1	\$6,000.00
6	Curriculum Days training	D - Professional Development or Curriculum	Tech C., Curr. Coord. Principals	1	\$200.00
7	Add additional Xserve + installation & training	E - Technology Supplies	Tech C	1	\$18,000.00
8	Update OS X licensing to 10.5	K - Technology Supplies	Tech C.	1	\$295.00
9	Update The Print Shop to v2	K - Technology Supplies	Tech C.	1	\$5,400.00
10	Increase Microsoft Office licenses	K - Technology Supplies	Tech C.	1	\$2,856.68
11	Add Windows licenses	K - Technology Supplies	Tech C. Voc Ed	1	\$995.00
12	Other application software upgrades	E - Repair	Tech C.	1	\$954.67
13	Begin network infrastructure rebuild	Bond issue	Tech C.	1	\$153,000.00
14	Student Management System Training (train the trainers?)	D - Professional Development	Counselor, tech dept, principals, bldg secretaries, transportation, admin asst, select faculty	1	\$4,900.00
15	Bldg staff meeting PD	D - Professional Development	principals, Tech C.	2	
16	Professional periodicals	D - Professional Development	Tech C., principals, faculty	2	\$450.00
17	RHS computer replacement	RHS budget	RHS Principal faculty, Tech C.	2	\$7,500.00
18	BCH computer replacement	Beechnau Budget	BCH Principal, Tech C.	2	\$7,500.00
19	RMS computer replacement	RMS Budget	RMS Principal, Tech C.	2	\$7,500.00
20	Tech Coordinator's conferences attendance	D - Professional Development	Tech C.	4	\$1,200.00
21	Faculty & Admin MACUL fees (70 @160)	D - Professional Development or building's budget	Board, Supe, Tech C., principals	4	\$11,200.00

Budget priorities if funding available

2010- 11	Description	Budget Category	Responsibility	Priority	Est. Cost
1	Renew annual maintenance contracts	E - Repair	Tech C.	1	\$22,731
2	District wide printer toner purchase	E - Technology Supplies	Tech C.	1	\$5,513
3	Hardware & A/V maintenance	E - Repair	Tech C.	1	\$3,193
4	Update switch image	No cost	Tech C.	1	\$-
5	Tech Dept training	D - Professional Development	Tech C.	1	\$6,000
6	Curriculum Days training	D - Professional Development or Curriculum	Tech C., Curr. Coord. Principals	1	\$200
7	Add additional Xserve + installation & training	E - Technology Supplies	Tech C	1	\$18,000
8	Other application software upgrades	E - Repair	Tech C.	1	\$1,000
9	Begin network infrastructure rebuild	Bond issue	Tech C.	1	\$150,000
10	Telephone system upgrade	Bond issue	Tech C.	1	\$225,000
11	Student Management System Training (train the trainers?)	D - Professional Development	Counselor, tech dept, principals, bldg secretaries, transportation, admin asst, select faculty	1	\$4,900
12	Bldg staff meeting PD	D - Professional Development	principals, Tech C.	2	\$-
13	Professional periodicals	D - Professional Development	Tech C., principals, faculty	2	\$450
14	RHS computer replacement	RHS budget	RHS Principal faculty, Tech C.	2	\$7,500
15	BCH computer replacement	Beechnau Budget	BCH Principal, Tech C.	2	\$7,500
16	RMS computer replacement	RMS Budget	RMS Principal, Tech C.	2	\$7,500
17	Tech Coordinator's conferences attendance	D - Professional Development	Tech C.	4	\$1,200
18	Faculty & Admin MACUL fees (70 @160)	D - Professional Development or building's budget	Board, Supe, Tech C., principals	4	\$11,200

Budget priorities if funding available

2011-

12	Description	Budget Category	Responsibility	Priority	Est. Cost
1	Renew annual maintenance contracts	E - Repair	Tech C.	1	\$23,868.02
2	District wide printer toner purchase	E - Technology Supplies	Tech C.	1	\$5,677.94
3	Hardware & A/V maintenance	E - Repair	Tech C.	1	\$3,193
4	Update switch image	No cost	Tech C.	1	\$-
5	Tech Dept training	D - Professional Development	Tech C.	1	\$6,000
6	Curriculum Days training	D - Professional Development or Curriculum	Tech C., Curr. Coord. Principals	1	\$200
7	Add additional Xserve + installation & training	E - Technology Supplies	Tech C	1	\$18,000
8	Other application software upgrades	E - Repair	Tech C.	1	\$1,000
9	Bldg staff meeting PD	D - Professional Development	principals, Tech C.	2	\$-
10	Professional periodicals	D - Professional Development	Tech C., principals, faculty	2	\$450
11	RHS computer replacement	RHS budget	RHS Principal faculty, Tech C.	2	\$7,500
12	BCH computer replacement	Beechnau Budget	BCH Principal, Tech C.	2	\$7,500
13	RMS computer replacement	RMS Budget	RMS Principal, Tech C.	2	\$7,500
14	Tech Coordinator's conferences attendance	D - Professional Development	Tech C.	4	\$1,200
15	Faculty & Admin MACUL fees (70 @160)	D - Professional Development or building's budget	Board, Supe, Tech C., principals	4	\$11,200

Funding and Budget

Coordination of Resources

Our district and buildings annually update improvement and budget plans. Our state and federal categorical grants are leveraged against these plans to align all resources to reach our technology goals. Individually or in consortia, we seek and apply for competitive grants and private, agency or foundation partnerships, and gifts to further the implementation of our long-range technology plan. Other sources of funding include:

- Title I Grant
- Title II Grant
- Universal Service Fund (e-Rate)
- Other technology grants awarded through teacher or administrator writing

Monitoring and Evaluation

Evaluation

A summary of the goals from 2006-2009 Technology Plan

- Annual maintenance contracts have continued and expanded since 2006.
- The tech department has maintained district wide printing costs. Approximately 4 new printers were purchased from 2006-2009.
- Application software upgrades stalled in 2008. There will need to be updates in 2009.
- All Mac hardware is running Mac OS X 10.4.11 (Tiger). The new Intel Macs are running OS X 10.5 (Leopard).
- No bandwidth analysis has been performed because we added additional bandwidth due to the Shoreline fiber. Bandwidth hasn't been a problem.
- The Pinnacle servers have not been implemented due to the high cost per building. Other alternatives have been identified and implemented. No centralized grades database is available. This will change with the MAISD's upgrade to the student management system.
- Beechnau has put fund raising resources into purchasing hardware every year. The middle school replaced some faulty hardware with new and donations. The high school used vocational ed money to put new hardware in RHS 307. Other classrooms have been updated with donations.
- MACUL fees have not been paid due to lack of funds.
- The technology coordinator has not gone to Apple training recently. CompuCraft has been contracted for server upgrades and other support in 2008 and 2009.
- The RHS 305 lab has been updated as computers were purchased for the RHS 307 lab and the "old" computers from RHS 307 lab were moved to the RHS 305 lab.
- The RHS 307 lab is updated by approximately one-third each year using Vocational Ed funds.
- No switch updates have been made.

Monitoring and Evaluation

Evaluation

Methods of evaluation

- A Ravenna Public Schools self-evaluation will be administered to end users annually. The technology coordinator, curriculum coordinator, Career and Technology Education (CTE) teacher, principals and computer lab faculty will write the survey questions. Results will be available online.
- The technology coordinator will update the StAR Chart annually and distribute to the technology planning committee and principals.
- The CTE teacher will complete the CIP self review annually using the TRAC criteria for MDE's Career and Technical Education. The results are distributed to the Ravenna CTE Advisory Committee.

Addressing unmet goals

- The Technology Committee will meet annually to review goals.
- The Technology Coordinator will present the end user survey results and the StAR Chart.
- The appropriate person will present the CIP self review results.
- The Technology Committee will reflect on the findings and will determine new strategies for integrating technology into the curricula and instruction.
- The 2009-12 tech plan will be amended as necessary.

Monitoring and Evaluation

Acceptable Use Policy

The Acceptable Use Policy will become part of the Beechnau, RMS and RHS student and faculty handbooks. All Ravenna users will sign an updated Technology Use Agreement for the 2006-07 school year. The Technology Use Agreements will be kept by the technology department.

Ravenna Public Schools (“District”) provide access to technology resources including access to the Internet. These resources allow interaction internally within the district and externally to systems located all over the world. These resources have a limited educational purpose. This purpose is to provide access to electronic resources to promote and enhance student learning consistent with the District’s educational goals and objectives. This acceptable use policy ensures that use of the network by students, staff, and board members is done in an appropriate manner. Network use is a privilege and not a right. Users are obligated to respect and protect the rights of every other user and act in a responsible, ethical, and legal manner. Failure to abide by this policy may result in loss of privileges, disciplinary action, and/or legal action.

Examples of Acceptable Use:

- Classroom activities as assigned and sanctioned by the school/teacher.
- Research activities for classroom assignments assigned and sanctioned by a school/teacher
- Peer review of assigned work.
- The exchange of project-related ideas, opinions, and questions via e-mail, message boards, and other means.
- Accessing information via the Internet for limited educational purposes such as: Local, national and worldwide information and news; correspondence with scientists and scholars at research institutions; collaboration with peers on projects and problem solving strategies.
- Accessing, via the Internet, the Science Learning Network (SLN), Library of Congress, Educational Resource and Information Center (ERIC), Smithsonian Museums, university library catalogues, and other like sources as may be suggested or approved by the school/teacher in the pursuit of legitimate curricular goals.
- Proper e-mail and Internet etiquette is acceptable and expected, and should include:
 - Being polite and courteous in all communications and language.
 - Assisting others in the use of the system, and helping others who are looking for ideas or information.
 - Posting and sharing information that is interesting and helpful to other users.
 - Always using the network as a resource to further one’s own education and that of others.
 - Being mindful of network security, and immediately reporting any bugs, errors, or security problems to the system administrator.

Examples of Unacceptable Use:

- Transmission of any material in violation of any U.S. or state regulations. This includes, but is not limited to: copyrighted material, threatening, sexist, racist, or obscene material, or materials protected by trade secrets.
- Accessing non-educational multi-user (chat rooms) talk sessions or a “recreational” game.
- Engaging in any unauthorized commercial activity, product advertisement, or political lobbying.
- Use of the school’s equipment by for-profit business or non-school sponsored community activities is generally not acceptable. Applications for such use should be submitted by request and shall be reviewed on a case-by-case basis by the system administrators or advisory committee.
- Use of technology to distort the truth, to lie, or to misrepresent someone else.
- Use of any technology intentionally to harm or harass anyone.
- Vandalism defined as any attempt to harm, destroy, or disrupt the operation of the network, hardware, software, or the data of any other user on the system or any other system. This includes, but is not limited to, the uploading, creation, or knowing transmission of computer viruses.
- Loading of any unauthorized software onto District computers, servers, or onto the District network. All software installed on District owned equipment is to be installed only by authorized District personnel after the systems administrator grants permission.

Disclaimer

The District will observe all requirements of CIPA and COPA. The District has taken precautions to restrict access to controversial materials via procedures and web filtering. On a local or global network, however, it is impossible to control all materials and a user may discover controversial material and visually explicit materials.

The District makes no warranties of any kind, whether expressed or implied, for the services it provides. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by unforeseen network problems or a user’s errors or omission. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. The District does not guarantee that materials stored on the system will be private. Network administrators may review the information stored on the system to determine whether it is being used properly.

Safety Warning

In general, it is important to be respectful of the rights and privacy of others. Always be courteous and err on the side of safety first.

Including but not limited to: Web pages, E-mail, and chat rooms, two-way communications:

- Never ask for nor give information about (you, friends, teachers, locations)
- Never list personal information, pictures, last names, and rosters on web sites or web pages.
- Never give your password to anyone for any reason. You are responsible for all activity in your account.
- Do not reveal your identity in any way. This includes your name, personal address, phone number, location, city, school name, team name or any other information that may give others information to identify you in any way.
- Do not reveal the identity of others. This includes their name, personal address, phone number, location, city, school name, team name or any other information that may give anyone information to identify others (friends, teachers), in any way.
- Tell your parents, teacher, or other adult immediately if you come across information or individuals that make you feel uncomfortable in any way.
- Immediately tell an adult if you receive anything that is inappropriate, threatening, or uncomfortable.
- Never agree to get together or meet with anyone you meet online without permission of an adult.
- Never send photographs or anything else without permission of an adult.
- Never use, nor accept abusive language, threats, or harassment.
- Never get involved with discussions on violence, hate issues, race, or ethnic issues.

Consequences for Violation of Policy/Rules

Technology resources and the associated hardware and software are public property. Any misuse or abuse of the resources may result in punishment. Misuse and abuse are generally classified as

- Trespassing. The act of being where you are not supposed to be.
- Vandalism .. Harming someone else's property or wasting resources.
- Piracy Taking something without making proper payment for it.

The punishment will be determined by the type or level of misuse. Possible consequences include, but are not limited to, restriction or loss of use of the technology resource, restitution, legal action, law enforcement notification, responsibility for unauthorized charges or mandatory training before further use is allowed. If technology is an essential component of education or job function, it will be revoked only as a final option.

Ravenna Public Schools

Beechnau Elementary

Grades K-3

Today's Date

TECHNOLOGY USE AGREEMENT

This form must be signed and returned to the technology department before any school technology can be used.

- My teacher has explained to me and I understand the correct way to use computers.
- My teacher has explained to me and I understand the correct way to use the Internet.
- My teacher has explained to me and I know the correct way to treat computers and other people's work.
- I will follow what I have been told. If I do not, I will be disciplined and I may not be able to use computers any longer.

Please: **Print** Last name **Print** First name **Print** middle initial

Student Signature Current Grade

Please **Print** Teacher's Name Anticipated Year of Graduation

As parent/legal guardian of the student signing above, I have read and agree to the conditions set forth in the Ravenna Public Schools Acceptable Use for Technology Policy. I understand that this access is designed for educational purposes. I also recognize it is impossible for the Ravenna Public Schools to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to access school technology and certify that the information contained on this form is correct.

Please Print Parent or Guardian's Name

Parent or Guardian's Signature Date of Signature

Your user name (assigned by tech. dept.)	Your Password (assigned by tech. dept.)

Ravenna Public Schools

Beechnau Elementary
Grades 4-5

Ravenna Middle Sch.
Grades 6-8

Ravenna High School
Grades 9-12

Today's Date
Faculty & Staff

TECHNOLOGY USE AGREEMENT

This form must be signed and returned to the technology department before any school technology can be used.

I have read and hereby agree to comply with the Ravenna Public Schools Acceptable Use for Technology Policy. I further understand that any violation of the policy is unethical and may constitute a criminal offense. Should I commit any violation of the policy, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

Please: **Print** Last name **Print** First name **Print** middle initial

User Signature

Students Only: Anticipated Year of Graduation Current Grade

PARENT OR GUARDIAN (Must be signed if applicant is under 18 years of age)

As parent/legal guardian of the student signing above, I have read and agree to the conditions set forth in the Ravenna Public Schools Acceptable Use for Technology Policy. I understand that this access is designed for educational purposes. I also recognize it is impossible for the Ravenna Public Schools to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to access school technology and certify that the information contained on this form is correct.

Please Print Parent or Guardian's Name

Parent or Guardian's Signature Date of Signature

Your user name (assigned by Tech Department)	Print _____ Your Desired Password (8 chars. recommended)
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