



TECHNOLOGY PLAN

July 2012 – June 2015

450 E Pine St
Fremont, MI 49412
District Code 62040

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Intermediate School District: Newaygo County Regional Educational Service Agency

The Technology Plan link is found on the district website: [Fremont Technology Plan](#)

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Description of District

District Mission Statement

"The Fremont Public Schools will provide a student centered, learning focused, environment for all students so they may become world ready."

District Profile

- Fremont School District encompasses approximately 165 square miles and is located in the central portion of West Michigan's Lower Peninsula. The population of the district is estimated at 13,000.
- Our public school system is unique in that it not only offers a comprehensive DK through 12th grade curriculum to all students; it also operates the community education and recreation programs.
- The district operates six school buildings and three ancillary buildings. Total K -12 enrollment is over 2300 students who are served by teachers and support staff. There are also many students and adults who participate in the community education programs, alternative education programs and special education services for those students who are identified. Programs in bilingual and migrant education are also provided.
- In addition to our buildings, a comprehensive athletic field is operated by the district. This athletic field is used for football games, soccer games and track meets. The complex has a newly constructed bathroom facility, concession stand and storage building.

School Buildings

Fremont High School

5421 S Warner Ave

Quest High School

350 W Cedar

Fremont Middle School

500 Woodrow St

Daisy Brook Elementary School

502 N Division Ave

Pathfinder Elementary School

109 W 44th St

Pine Street Primary Center

450 E Pine St

Vision and Goals

Background of our technology planning initiative:

The roots of our technology planning is in the 1995 US Challenge grant received by our Newaygo County Regional Educational Service Area (NCRESA) to build a county wide infrastructure and put technology in schools. We have revised our plan in 2009 and 2012. We continue our efforts in collaborative work with the NCRESA and other districts.

Fremont Public Schools has extended the planning from the 2012 - 2015 plan to include replacement and additional technologies in schools, provide technology related professional development, guide online resource selection and software adoption, improve instructional strategies and practices, and upgrade wireless infrastructure as our district grows. We use a combination of, dedicated general fund dollars, and various other grants to support the implementation of the plan.

The vision of the technology plan is to improve learning and teaching through interpersonal communications, student and staff access to information, teacher training, collaboration and dissemination of successful educational practices, methods and materials, and the use of technology in teaching and assessment.

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

The technology plan falls under the broader district school improvement umbrella. Both plans as well as the mission of our district include the equitable distribution of resources, the focus on effective student learning and achievement, accountability, and fiscal management.

District Goals

Major goals of the technology plan:

- Contribute to increased student achievement through technology applications in instruction, management, and communication.
- Provide students and staff equal access to technology and software.
- Provide staff professional development for the use and application of technology.
- Provide processes for software, hardware, and technology resource use, review, acquisition, inventory, disposition, and security.

Goals for district students and staff:

- All students and staff will have basic computer skills and opportunities to expand those skills.
- All students and staff will have access to technologies and applications that will meet academic needs, data management needs, communication needs, and that will reflect individual student achievement.
- All students and staff will have access to computers and the Internet at school. Other technologies will be available to assist in communications with students, parents, and teachers.
- Fremont Public Schools' students will improve achievement in all core academic areas.
- Fremont Public Schools' students will be provided a caring and safe educational environment
- Fremont Public Schools' students will be provided a challenging curriculum and meaningful learning opportunities.
- The education of all Fremont Public Schools' students will be enhanced through the integration of technology in the classroom.

1. Curriculum

A. Curriculum Integration

Goals and strategies, aligned with challenging state and national standards, for using telecommunications and technology to improve teaching and learning.

Education about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response has been incorporated into the curriculum.

Students in grades K-8 have attended sessions provided by the Michigan Attorney General's office known as the MiCSI program which is designed to instruct students on the perils of using the internet and the potential for contact with internet predators.

Technology is considered in all building and renovation projects as well as local foundation grant requests. Presentation hardware and software is used to enhance instruction and extracurricular activities.

Individualized reading instruction software is used in remedial and extension activities in classrooms. Multimedia projects are done at most grade levels in language arts or in cross curricular projects. Additional online resources are available for collaboration. There are 16 fixed computer labs, 21 mobile labs, and 4 iPad carts in the district. 100% of the computers in the district are connected to the internet via filtered broadband access. The internet is used extensively for research and online learning. Audio and video resources aid curriculum.

Technology curricula have been re-shaped to reflect recent changes in Michigan and US standards. We have identified K-8 Technology outcomes that are aligned with state standards. In addition, best practice research is being used to create model lessons that integrate technology with Common Core State Standards Initiatives.

B. Student Achievement

Strategies that are based on research and that integrate technology into curricula and instruction for the purposes of improving student academic achievement and a timeline for that integration.

Every classroom within the district has an interactive whiteboard and integrated projector system as part of our technology integration initiative. Expectations for teachers are to imbed the technology into lesson design and delivery. This is a component of the teacher evaluation

instrument. Administrators [evaluators] specifically look for the evidence of technology integration while doing classroom “walk throughs” as well as traditional observations.

Throughout the district, 21st Century skills are emphasized. Students are taught to work collaboratively, in groups, given prescribed tasks and encouraged to problem solve and exercise critical thinking. Presentation skills, utilizing the existing technology, are one of the areas where the integration of technology is most evident. At the lower grades, presentations may be as rudimentary as power points [second and third grade] while at the upper levels students may present using the most advanced technology such as Media Scape and Learn Labs, video production and television broadcasting [high school].

In prior technology plans, a time line for technology integration was predicated on the acquisition of technology and appropriate professional development. Since the district has acquired [is acquiring] technology that is system wide, a time line is no longer warranted. The use of technology integration into instructional design and delivery is an expectation for every teacher. Professional development and training remains the essential key component to this initiative.

C. Technology Delivery

Strategies for the delivery of specialized or rigorous courses and curricula through the use of technology, including distance learning technologies.

The district provides opportunities for upper level students to access university and college courses [e.g., dual enrollment courses] through use of the internet. In addition, the High School offers two Media Scape labs and two Learn Labs which have the capability to provide instantaneous video conferencing throughout the state and country.

Through collaboration with NCRESA we often interact with other classrooms and learning institutions via the use of a portable ITV (Interactive Television (Video Codec)) unit. The unit has been used at all grade levels for Virtual Field Trips.

D. Parental Communication and Community Relations

Strategies to promote parental involvement and to increase communication with parents and community, including a description of how parents will be informed of the technology to be used with students.

The primary vehicle for communicating and disseminating the district technology plan is through the website. The technology plan is clearly available in its entirety on the website

<http://www.fremont.net/district/technology/>. Hard copies are also available in individual school offices.

A series of technology open houses to introduce and familiarize parents with technology utilized in classrooms was offered throughout the 2009-10 and 2010-11 school years.

Tours of the soon to open, technology rich high school will be held on a weekly basis over the past two years [2010-12] until it opens.

A primary avenue for parents' ability to monitor their student's progress is provided by Skyward software program and available on line. All grades and assignments are posted at frequent intervals by teachers. Parent accessibility has heightened an awareness of how their students are progressing academically. The district website, www.fremont.net also contains information that is essential important to parents such as the weekly/annual calendar; a listing of key events and activities and other school related matters. The school newsletter is available in print and also on line through the website.

Teachers use phones, email and print materials to communicate with parents. Parents who are unable to attend parent-teacher conferences or Individual Education Plan meetings are able to make teleconference calls, and fax any needed signatures.

There are parent organizations (K-8) and parent meetings (9-12) that are venues for technology issue agenda items. Parents on building and district school improvement teams provide input and evaluation of the technology plan.

E. Collaboration

Strategies for developing the program, where applicable, in collaboration with adult literacy providers.

Our adult education program continues to offer technology classes to adults in the area as well as integrating technology into course work. The adult education program offers software courses that can be used by adults for reading and math remediation, high school graduation or GED and college readiness.

Our adult education program utilizes Plato and Ed Options online curriculum for adult basic education courses, upper level ESL courses, high school completion courses and GED preparation. Rosetta Stone and Ingles Ya! are used in all our ESL courses. In all adult education classes, computer skills are taught and are used in the instructional process. They use additional software to individualize education and to remediate math and literacy deficits.

Federal, state, and local grant resources are sought to support these and other outreach and collaboration activities.

II. Professional Development

Strategies for providing ongoing, sustained professional development for teachers, principals, administrators and school and library media personnel to ensure that staff know how to use the new technologies to improve education or library services.

Professional development is offered through web based applications as well as video and distance learning. In addition, several hands on technology and curriculum integration workshops are offered on an annual basis through our Technology Department and NCRESA. Mentors are also available for one on one tutoring at point of need. This allows us to tailor professional development to the needs of the staff and the district.

District school improvement strategies include written professional development plans for new and revised curriculum, for new or underutilized programs or resources (including technology), and for under or over achievement of content standards. These professional development plans are completed annually by building principals.

All staff have been trained in or demonstrated knowledge in basic computer and telecommunications functions: word processing, spreadsheet, email, data management, internet search, voicemail, and electronic communication through after school and professional development activities. The focus is now on integrating current and new technologies.

- All staff training is updated in August each year by NCRESA trainers or by the trainers designated by Superintendent. Mentors and —train the trainer models are used to provide continuous training.
- Paraprofessionals also receive training in programs and technologies that they use.
- Staff will be recognized for their utilization of technology skills at the building level through staff meetings, staff communications, and/or district communications such as the newsletter.

When new technologies or programs are introduced, professional development is a required part of the planning for approval.

A. Supporting Resources

Strategies and supporting resources such as services, software, other electronically delivered learning materials and print resources that will be acquired to ensure successful and effective uses of technology.

Our district uses an on line curriculum management system, CMS. Teachers are able to look at specific objectives and their links to resources, MI-Climb, content support resources, and/or assessment.

Teacher handbooks include references to online learning opportunities such as TechTrain for basic computer skills and LearnPort, the Michigan Virtual University site.

Professional development information is available on online, and our teachers are encouraged to these attend local and regional activities.

On line services to encyclopedias, Michigan Library and other media sources are utilized by our media centers to provide current information to students and staff

III. Infrastructure - Tech Support

Hardware – Software

A. Infrastructure Needs/Technical Specifications and Designs

Strategies to identify the need for telecommunication services, hardware, software, and other services to improve education services, and strategies to determine the interoperability among the components of technologies to be acquired.

Hardware and software updates/upgrades are evaluated and prioritized annually. Budget constraints make it difficult and do not allow us to meet all our replacement/upgrade needs annually.

Interoperability among components, hardware specifications, and software specifications

- All K-12, adult education, and alternative education software, hardware, and related purchases must be coordinated through our district Director of Technology. This is done to assure the compatibility and interoperability among components and software.
- Telecommunications needs are assessed as needs arise in each building. Telecommunication services are upgraded and updated annually as needs direct and funds are available.

Current Status of hardware, network infrastructure, telecommunications and other technology services in the district.

- Please refer to Appendix 2 and network schema.
- Internet bandwidth is monitored to determine if additional resources should be added.
- Hardware and software is reviewed annually for possible upgrade/replacement, attempting to remain on a five year replacement schedule
- We plan to have all district workstations & devices with the updated operating systems, and have adequate at or above required devices by the end of 2015 school year
- Some district servers are still using the Windows Server 2003 and will be upgrading to all Windows Servers to server 2008 operating system by 2013.

- We are currently not satisfied with our content filtering system and are looking into alternative program for on and off campus protection. Pending the results of our research we plan to replace/upgrade our content filtering system in 2012-2013.
- Support for voice communications and phone switch maintenance is provided by the Fremont Technology Department.

Technical support procedures

- The Director of Technology, Data Systems Administrator, and two part time tech support specialists are responsible for maintaining all district technology. Staff members use online work orders, email and voice mail to contact the tech department with problems/issues.

B. Increase Access

Strategies to increase access to technology for all students and all teachers.

- Equity and access for all and a repair and maintenance plan is a district school improvement goal. The plan includes:
 - The Child Study Team and IEP process will identify needed assistive or adaptive technology for special needs students.
 - An equipment maintenance plan assures that all computers are maintained on an equitable basis. Most equipment maintenance will be planned during the summer and will include physical cleaning of the system, minor parts replacement, and re-imaging computers in high use areas.
- Maintaining and increasing access
 - Through the newly updated website we plan to offer a wealth of information for our staff, students, parents, local community and anyone looking for information about Fremont Public Schools. We are training Teachers, Secretaries and building Principals in each building to assist in developing the site and take advantage of the content management system which will make it easier to keep the site up-to-date.
 - In conjunction with our updated website, parents, students and staff have real-time access to grades, assignments and many other elements of student data through the Skyward web interface. This interface also allows our teachers to enter information anywhere they have internet access.

- Alternate resources will be sought to assist in technology purchase for special populations as needed. For example, grants have been written in the past for interactive boards, classroom projectors, ipads, document cameras and online resources.
 - Social media, through our Facebook page gives the community and parents real-time updates to pertinent information regarding students and programs.
- A comprehensive security system is in place to safeguard the schools information technology resources
 - All K-12 buildings will have security cameras at entrances and in buildings.
 - Virus, SPAM and internet filtering software is upgraded annually or as needed
 - Secure passwords are used to access sensitive network data bases as well as individual accounts and are updated as needed
- Up to date inventory
 - Each school has an inventory of software, hardware, printed information, resource materials, and classroom equipment that is biannually updated.
 - All hardware and software resources are marked, documented, and processed at time of acquisition.
 - An electronic inventory database has been developed and is maintained by the Director of Technology.
- The roles and responsibilities for management and coordination of the use of information systems is defined by the superintendent of schools.
- The school's insurance policy provides liability coverage as well as replacement for materials through board policy. The policy is updated annually.

IV. Funding & Budget

A. Budget and Timetable

Object Description	2012-2013	2013-2014	2014-2015
Salaries: Personnel, Insurance, Retirement, FICA	161,100	161,100	161,100
Conference / Professional Development	1,000	1,000	1,000
Contracted Services Web Hosting*	9,000	9,000	9,000
NCRESA (Skyward, Internet Connectivity Services, Distance Learning	21,800	21,800	21,800
*(E-rate discount applied for)			
Other Expenses Software Agreements	75,500	75,500	75,500
Repairs/Equipment	14,000	14,000	14,000
Total	282,400	282,400	282,400

B. Coordination of Resources

Coordination of resources to implement activities and acquisitions.

- Federal and state grant processes are used annually to secure dollars through compensatory education and other grants. Due to the nature of most grants, multiple grants will be combined with local resources to deliver a solution.
- Local foundation and local collaborations are done to leverage dollars
 - The Fremont Area Community Foundation provides grant monies for specific projects
- Expenditures are tied to increases in state aid. In negative state aid years we reduce budgets across the board.

V. Monitoring & Evaluation

A. Evaluation

Strategies that the district will use to evaluate the extent to which activities are effective in integrating technology into curriculum and instruction, increasing the ability of teachers to teach, and enabling students to reach challenging State academic standards.

- The district technology plan will be evaluated annually by the Superintendent and Director of Technology to monitor progress.
- Building principals, content specialists, other related staff, parents and students will be surveyed by the Director of Technology annually about goals for the buildings as they relate to the technology plan (parent plan, staff development plan, curriculum review, and other developments).
- Unmet goals or specified needs will be addressed through action plans.
- Teachers will participate in annual technology evaluations. The results will be used by principals in planning whole staff professional development and for recommending individual professional development.

B. Acceptable Use Policy

Strategies are in place to monitor the district's Acceptable Use Plan for staff and student use of technologies.

- An acceptable use policy is in Appendix 1 . Sources used in the development include: The Children's Internet Protection Act (CIPA), The Children's On Line Privacy Protection Act (COPPA) and PA 212, and The Neighborhood Children's Internet Protection Act (N-CIPA).
- The District has implemented an Internet Safety Policy for all students. Education about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response has been incorporated into the curriculum.
- The Director of Technology collaborates with principals regarding disciplinary actions under the AUP. The principal and Director will analyze findings and present any proposed changes, training needs, and/or support needs to the administrative staff in August.

- Spam, virus, and spyware programs are in place to control unwanted access to the network. Our internet filter prohibits sites that contain sexual content or other inappropriate material.

Appendix 1

Fremont Public Schools Technology Rights and Responsibilities

Users working within the guidelines of these Technology Rights and Responsibilities will receive the maximum benefits of the Fremont Public Schools Technologies. Each user of the Fremont Public Schools Technologies shall read the following Rights and Responsibilities, and sign the Rights and Responsibility Declaration Form prior to accessing and using the technologies.

Your Technology Rights and Responsibilities:

- You have the right to use all authorized technology in the facilitation of education.
- You have the right to access the Internet and other outside resources in the facilitation of education.
- You have the right to use the following in the facilitation of education: E-Mail, ICQ, FTP, Telnet, Gopher, ListSrvs, and Newsgroups.
- You are responsible for your Account and any activity performed under your Account.
- You are responsible for keeping the network free from viruses or illegal programs.
- You are responsible for ensuring that no technology is disconnected, relocated or abused in any way.
- You are responsible for keeping all food and drink away from technology equipment.
- You are responsible for adhering to the rules of various labs relating to the equipment found within.
- You are responsible for printing conservation, printing and using only what is necessary.
- You are responsible for notifying the Technology Department if there are technology problems.
- You are responsible for preventing all sexually offensive material, inappropriate text files, or files dangerous to the integrity of the school technologies from entering the school..
- You are responsible for keeping inappropriate printed images from being printed on any printer.
- You are responsible for adhering to the copyright policy and procedure in the use of technology and in the transmission or copying of text or files on the Internet or from other sources.
- You are responsible for reporting the illegal use of district technology for private business, for the product advertisement, Political lobbying, or for making any unauthorized financial commitments or gains.
- You are responsible for reporting the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate unauthorized computer systems.

Disciplinary Action Plan

User violating any of these Rights and Responsibilities will face disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school. User will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused. All School Administrators reserve the right to administer disciplinary action in a discretionary manner.

All students will be disciplined for violating the privileges outlined in the above document. Disciplinary action for computer offenses may include, but not limited to, the following steps.

First Offense- The student will lose all computer privileges for two weeks and parental contact will be made. This violation will be recorded in the student's electronic file.

Second Offense- The student will lose all computer privileges for six weeks, be suspended for three to five days and responsible for meeting with parental contact and school administration. This violation will be recorded in the student's electronic file.

Third Offense- The student will lose computer privileges for the remainder of the school year, be suspended for ten days, and responsible for meeting with parental contact and school administration. This violation will be recorded in the student's electronic file.

Any violation, which affects the integrity of the network, will result in permanent removal from the network for the remainder of the school year and may result in the filing of criminal charges.

Teacher/Staff Technology Right and Responsibilities Declaration Form

I have read, understand, and will abide by the Fremont Public Schools Technology Rights and Responsibilities. I further understand that any violation of the above is unethical. Should I commit any violation, my access privileges may be revoked and I may subject myself to further disciplinary action.

Your Signature

Date

Printed Name

School

Appendix 2

