

2011-2014 Technology Plan

**Ingham Intermediate School District**

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**Technology Plan information**

ISD: Ingham Intermediate School District

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# Introductory Material

### District Profile

Ingham Intermediate School District (ISD) is a regional service agency created in 1962 by the Michigan Legislature. As the 8th largest regional educational agency in the state, Ingham ISD is located in Ingham County with a service are that includes: Dansville, East Lansing, Haslett, Holt, Lansing, Leslie, Mason, Okemos, Stockbridge, Waverly Webberville and Williamston. Ingham ISD serves approximately 45,039 students of varying socioeconomic status in its constituent area. It has approximately 799 students enrolled on its own campuses and 364 staff members (including 90 teachers).

### School and Program Buildings

AI Classroom Program (K-8) 418 Highland St Williamston MI 48895

AI Classroom Program (K-8) 3845 Vanneter Rd Williamston MI 48895

AI Classroom Program (K-8) 5730 Academic Way Haslett MI 48840

AI Classroom Program (K-8) 5645 School St Haslett MI 48840

Capital Area Career Center (11-12) 611 Hagadorn Rd Mason MI 48854

Delhi Center 2450 Delhi Commerce Dr Holt MI 48842

Early On Program (0-5) 333 Dahlia Dr Lansing MI 48911

Evergreen Program (K-8) 611 Hagadorn Rd Mason MI 48854

Great Parents, Great Start (0-5) 727 N. Jenison St Lansing MI 48915

Heartwood School (K-26) 625 Hagadorn Rd Mason MI 48854

Ingham Academy (9-12) 1601 W. Holmes Rd Lansing MI 48910

Malcolm Williams School (9-12) PO Box 98 Onondaga MI 49264

Michigan Works Service Center 2110 W. Cedar St Lansing MI 48910

Secondary Learning Center (9-12) 611 Hagadorn Rd Mason MI 48854

St. Vincent Home School (K-8) 2800 W. Willow Lansing MI 48917

Thorburn Education Center 2630 W. Howell Rd Mason MI 48854

# District Mission

Ingham ISD creates and enhances educational opportunities for all learners.

# District Vision

Ingham ISD will improve the community it serves by ensuring success of all learners.

# District Purposes

* Enhance the achievement and success of all learners.
* Maximize school and other community resources.
* Increase community support for public education.

# Background

The technology plan was developed by an ad hoc committee of staff, some of whom were also parents and community members. The committee was chaired by the Supervisor of Information Systems.

Staff working on this task needed to be able to look at the district as a whole as well as from a program view, be willing to assist individual work group and programs with their plans and input and be willing to learn.

Work included:

* Evaluating the last technology plan.
* Developing a process for getting input and feedback.
* Aligning the technology plan to the IISD School Improvement Plan, IISD Professional Development plan, Michigan Technology Plan, IISD mission vision and purposes and Michigan and national technology standards.
* Assisting IISD units and programs with developing their own goals
* Communicating district-planning activities to staff
* Providing responses to district concerns and questions

# Technology Plan Purpose

This plan serves as the blueprint for providing technology and support services for the next three years (2011-2014). Technology planning is federally mandated for local school agencies seeking technology funding from federal programs, including the Universal Service Fund and No Child Left Behind legislation.

* Staff providing technology services will look to this document as one source of setting direction for their services.
* This plan will serve as the basis for future software and hardware acquisitions. These acquisitions will be subject to internal review and approvals and will abide by district purchasing guidelines.
* Software and hardware purchases noted in this plan and added to this plan are reviewed by the Supervisor of Information Systems to assure interoperability with existing equipment and networks.
* Each program and service will review and evaluate the plan annually and make adjustments as needed.
* This plan provides information for use in short and long range budget planning.
* It is expected that staff will use the technology tools provided for them by the district.

# Vision and Goals

## IISD Vision

Ingham ISD will improve the community it serves by ensuring success of all learners.

## Technology Vision

Create a technology-rich environment where all learners successfully master the skills, knowledge and expertise necessary to succeed in work and life in the 21st century.

## Technology Goal

IISD will develop and implement a system that supports a 21st century learning and work environment.

The technology components of a 21st century learning environment include:

* digital tools and media-rich resources that support teaching, learning and school management to improve and enhance the achievement and success of all learners
* a robust infrastructure, designed for flexibility and growth, that facilitates connections and interactions between and among students, teachers, administrators, families and communities
* An interface that blends face-to-face with online learning
* Support for students and staff to effectively integrate technology into day-to-day activities

# District Technology Planning Team

Chair - Daryl Tilley

Members

Cindy Anderson

Jeff Bohl

Kathy Dewsbury White

Sheila Dunham

Pat Heinzman

Kathy Humphrey

Stanley Kogut

Denise Lycos

Helen MacNamara

Michelle Nicholson

Marcia O’Brien

Roberta Perconti

Stephanie Peters

Andrew Rable

Sue Schwartz

Ken Simon

Susan Tinney

Michelle Urbanek

Melissa White

Team members are also parents and/or community members.

# Curriculum

## Curriculum Integration

Ingham ISD understands the importance of all staff and students possessing the technology competencies appropriate for their position and level. The proper tools, technology and resources must also be in place to support 21st century learning and the work environment. In order to ensure the proper tools are in place and level of competency achieved by all, Ingham ISD has established goals and action steps to assist its organization.

### GOALS

* All IISD teachers will use educational technologies at the highest level as defined by state and/or national standards (NETS-T) and consistent with Universal Design for Learning (UDL) principles and supportive of Response to Intervention (RtI) strategies. Evidence: Personnel Skilled in Technology.
* All staff and students will have equitable access to quality learning tools, technologies and resources. Evidence: identification of current access as compared to preferred access
* All IISD instructional staff will possess the technology competencies appropriate for their position and level and will model the effective and responsible use of technology to foster dynamic, interactive learning and service environments. Evidence: Personnel Skilled in Technology and IISD Technology Competencies
* All IISD students will be technologically literate as defined by state (i.e. MET-S) and/or national standards (i.e. NETS-S). Evidence: 8th Tech Lit, KeyTrain, Adapted 8th Grade Tech Lit, etc.
* All administrators will use educational technologies at the highest level as defined by state and/or national (NETS-A) and consistent with Universal Design for Learning (UDL) principles and supportive of Response to Intervention (RtI) strategies. Evidence: Personnel Skilled in Technology

### Action Steps

*Step 1*: Establish a leadership team by September 2013 to carry out the goal work

*Step 2*: Determine the tools, technology, resources and support the students and staff need to support the technology componentsof a 21st century learning and work environment by December 2013.

Examples:

* Interactive classrooms
* Laptops and/or adaptive tools that meet individual student needs and are proven to be effective in improving academic achievement
* Use of Universal Design for Learning (UDL) and Response to Intervention (RtI) principles and strategies
* Access to multiple electronic resources and suite of tools for media production
* Access to technology tools for data management, communication and assessment
* Use of technology tools and strategies embedded within curriculum/lesson design (distance learning: interactive video, on-line courses, etc
* Human resources, both technical and instructional, needed at the district and program level to support students and staff

*Step 3*: Complete an analysis of the access to these tools, technology and resources in the district and determine gaps by February 2014.

*Step 4*: Identify a plan for how to close these access gaps by October 2014.

*Step 5:* Review and/or revise the established district technology competencies

*Step 6*: By January 2014, identify a systemic, sustained professional development program that fosters and supports the integration of 21st century tools, technology and resources into our learning and work environment.

*Step 7*: Determine how to prioritize implementation. Begin implementation of plans by July 2014.

## Operations

Ingham ISD understands the importance of maximizing financial and human resources and collaborating and communicating within the ISD and between its constituents. The goals and strategies below outline how the ISD will identify, support, outline, serve and collaborate within the ISD and between its LEAs.

 *GOAL*

Through the use of technology, create and foster efficiencies to maximize financial and human resources and to support collaboration and communication within and between constituent districts, staff, students, parents and the community.

All IISD instructional staff will possess the technology competencies appropriate for their position and level and will model the effective and responsible use of technology to foster dynamic, interactive learning and service environments. Evidence: Personnel Skilled in Technology and IISD Technology Competencies

### Strategies

* Provide leadership in the adoption of new technologies within the IISD and support the use of these technologies through professional development.
* Ensure that technology applications, services and resources are in place to increase efficiencies
* Continue to invest, improve and align the district infrastructure to provide maximum connectivity within the IISD to support current and future educational initiatives.
	+ Identify a case load management tool for itinerant staff use
	+ Identify a data collection/management/analysis tool where needed
* Digital delivery of educational content that supports curriculum(s) and management.
* Serve as a collaborative partner in county, regional and state technology initiatives.
* Support educational technologies that have proven to be effective in increasing student achievement.
* Operate within a framework of that provides for scalability and/or consortiums whenever feasible
* Common regional hardware and software systems to promote economies of scale within the county (reduced costs, common tech support, training, etc.)
* Identify social media based tools and methods to
	+ enhance communication with new and changing audiences
	+ employ as part of the hiring/selection process.
* Determine the types of mobile communication tools IISD will provide staff to support work that is often done offsite and in environments such as homes, churches, community rooms (i.e. smartphones, texting plans, aircards, etc.)
* Collaborate with LEAs on facility management, environmental controls, surveillance/security systems
* Review districts tools such as Munis, PowerSchool, SharePoint, CourseWhere, EMS, Document Imaging and leverage underused functionality that could meet organizational needs

## Student Achievement

Ingham ISD understands the importance of ensuring that all students achieve by using the principles of Universal Design for Learning. The ISD will use strategies that are based on research that begin with the baseline for each classroom to the implementation of 21st Century tools that are integrated into the curricula. Technology integration into the curriculum will occur on an ongoing basis. Below is the continuum of strategies and the potential impact on student programs.

**Capital Area Career Center**

Technology plays an integral role in academic and technical achievement at the Capital Area Career Center. Students ability to learn/develop technical skills as well as achieve in core academic areas are enhanced with technology integrated into the curriculum following ways:

* Access to the internet for researching information as well as other various web applications
* Programs utilize general and occupation-specific software and hardware
* Use of technology as a medium to acquire, organize, share and present information in order to complete industry-specific tasks
* Enables students to be self-paced with both technical and academic applications such as module work and E2020
* Use of additional software programs assist with curriculum integration and provide individual remediation and enhance student learning
* Some programs at CACC, technology is the specific, explicit program content and curriculum
* All programs at CACC, technology is used to accomplish tasks related to the field of study
* Technology is provided for instructors to teach online and face-to-face programs

**Evergreen Program and St. Vincent’s Home School**

Technology plays an important role in improving academic achievement at these schools. Student learning within the core areas of Language Arts, Math, Social Studies, and Science, as well as other curricular areas, is enhanced by the technology in the following ways:

* Use of tutorial programs for instruction and enrichment in the content areas
* Access to the Internet for researching school assignment and using interactive websites

**Heartwood School**

Technology plays an important role in the development of academic skills for students at Heartwood School. Student learning is enhanced across the curriculum by technology by affording students access to the curriculum, allowing students to independently work with the curriculum, use tutorial and reinforcement software programs, and to communicate.

**Malcolm Williams School**

Technology plays an important role in improving academic achievement at Malcolm Williams School. Student learning within the core areas of Language Arts, Math, and Science is enhanced by the technology in the following ways:

LANGUAGE ARTS: Students access information previously unavailable to them via the Internet and create a report using that information in a variety of formats (i.e. PowerPoint, digital media presentations, etc.)

MATH/SCIENCE: Students will be able to access interactive websites and participate in experiments in “real-time” format.

**Secondary Learning Center**

 Technology plays an important role in improving academic achievement at the Secondary Learning Center. Student learning within the core areas of Language Arts, Math, Social Studies, and Science, as well as other curricular areas, is enhanced by technology in the following ways:

* Use of tutorial programs for instruction and enrichment in the content areas
* Provide a computer keyboarding class, which includes instruction in Microsoft Word and PowerPoint
* Access to the Internet for researching school assignments and using interactive websites
* Access to the Internet for career education and vocational evaluation assessments

Continuum of strategies/tiers of access

* Establish a baseline for each classroom
* Implement interactive classrooms (smartboards, software, sound systems, data projector, document cameras, adaptive switches, mics, voice recognition, clickers)
* Provide assistive technology student tools
* Provide access to online courses/virtual learning
* Integrate UDL principals within classrooms
* Provide software applications (individual and lab)

Impact/What we want to accomplish:

* Increase student engagement, measure: attendance
* Increase time on projects outside of class, measure: reduced discipline
* Demonstrate student’s learning, measure: time on task
* Increase student achievement, measure: monitoring progress
* Monitor , measure: formative and summative
* Increase independent programs, measure: attendance
* Increase alternative instruction/presentations, measure: time on task
* Differentiate instruction, measure: monitoring progress

# Technology Delivery Strategies

Ingham ISD understands the importance and need to access technologies in an anytime, anywhere fashion in order to enhance instruction and improve student achievement. As such we have implemented and support a wide variety of on-line resources available from our main campus, other school districts, and anywhere on the Internet. In order to support current and expand future use of on-line resources Ingham ISD will:

* Continue to invest in, improve upon, and leverage the StarNET infrastructure to provide maximum connectivity within the IISD service area to support current and future educational initiatives.
* Provide support by cooperative bidding/purchasing online courses such as e2020, Study Island, Michigan Virtual HS, the Michigan Schools Online Portal and other available online resources.
* Provide and deliver instructional materials online via Web/MAX (REMC 13’s content system).
* Provide Blackboard or a similar course management tool as well as training and support on this online learning management system.
* Provide and deliver Discovery Streaming or a similar tool that provides both streaming video and curricular resources online.
* Provide online research databases to support instructional needs.
* Leverage the use of two way interactive distance learning equipment and provide assistance to local districts for shared classes and other distance learning opportunities and collaborations across the service area and around the world.
* Provide and deliver instruction using webinar software such as Adobe Connect Pro.

# Parental Communications & Community Relations

Ingham ISD understands the importance of communications with parents and the community. Ingham ISD uses a variety of resources to involve parents and the community in the district’s decision making processes, including technology planning, implementation, and monitoring. The communications tools include:

* Ingham ISD’s district website which is updated on a regular basis.
	+ Programs at Ingham ISD have sub-pages under the new website.
	+ A copy of the districts technology plan will be placed on the district website to allow community members and parents easy access to it.
* Capital Area Career’s website which is also updated on a regular basis.
* E-mail is used by all staff and administrators as a key communications tool.
* A hosted messaging system allows for automated messages to be sent to staff, administrators, parents and students via phone, e-mail, and/or text message.
* The PowerSchool Parent Portal is used to allow parents to monitor student progress.
* Various advisory committees include parent/community members and provide input on district planning, implementation, and monitoring. These committees include:
	+ The Special Education Advisory Committee
	+ The Heartwood Parent Council
	+ The CSTE Program Advisory committees

# Collaboration

Ingham ISD collaborates with partners throughout the education, business and non-profit community, however, Ingham ISD does not offer adult education, GED certification, or ESL programs at this time.

# Professional Development

## Professional Development

Ingham ISD recognizes the importance of the role of professional development (PD) in the improvement of teaching and learning across our service area. Ingham ISD offers a wide variety of PD opportunities to all IISD staff and administrators as well as to staff and administrators in our constituent districts. The overall goal of IISD’s technology related PD offerings is to build a foundation on the integration of technology into teaching and learning.

Various PD offerings will occur annually and throughout each year Ingham ISD’s PD offerings will include such items as:

* Providing professional development to ensure that IISD support staff are proficient in the technology competencies set forth by IISD and the teaching and administrative staff are proficient in the NETS-T/METS-T and NETS-A/METS-A. This PD will be delivered in a number of formats including:
	+ In person instructor led such as:
		- Regional Technology Academy
		- Blackboard Statewide Days
		- Discovery Day
	+ Instructor led webinars
	+ Online courses (instructor led and self-paced)
	+ Conferences
	+ Video and screen shot tutorials
* Providing timely training to support new technology initiatives such as:
	+ Collaboration (SharePoint)
	+ E-mail
	+ Video conferencing, etc.
* Providing training in accessing and using Media Services and REMC Resources.
* Providing training in using various other on-line, distance learning, collaborative, and other technologies to enhance teaching, increase student learning, and improve business operations.

## Supporting Resources

Ingham ISD uses a number of supporting resources to promote the effective use of technology in teaching and learning. These resources include:

* REMC instructional materials collection is available on-line and is comprised of:
	+ Instructional video content
	+ Research databases
* A course management system (Blackboard)
* Webinar software (Adobe Connect Pro)
* Videoconferencing equipment for professional development via various distance learning opportunities
* The StarNET wide area network (WAN)
* Information Technology Staff
* District policies and administrative regulations
* Various printed instructional materials, quick reference guides, and manuals
* The Ingham ISD public facing web site
* The Ingham ISD intranet (SharePoint)

# Infrastructure, Hardware, Technical Support and Software

## Infrastructure Needs, Technical Specification and Design

Ingham Intermediate School District’s *current* hardware, software, network infrastructure, and telecommunications include the following items:

### Hardware

The district has a wide variety of hardware in use to support the needs of our diverse user population including:

* The district has approximately 1000 computers – approximately 850 Windows XP desktops and laptops and 150 Mac desktops and laptops.
* There are approximately 80 virtual servers in the Ingham ISD data center, running on eight physical hosts. The majority of these servers are Microsoft Windows Server 2003 or 2008 with a few Linux and Mac OSX.
* There are work group and departmental printers and/or multi-function copiers (approximately 25) throughout the main campus and most remote facilities. Ideally all users have access to multiple network printers and one or more color devices within their building. Some stand alone printers or multi-function devices are still in use where appropriate.
* There are approximately 120 handheld computing devices in use by Ingham ISD employees.
* 10 stand-alone scanners are used for document imaging purposes.
* The district has 40 network electronics, primarily edge switches, but also including routers, firewalls, and the main campus core switch.
* One wireless controller is used to manage 27 wireless access points on the main campus. A small wireless network is also in use at the Delhi campus (3 access points) as well as in our programs at Ingham Regional Medical center and Michigan State University. A secondary controller is on loan to one of our local districts.
* The district has recently added an ExaGrid 10tb data de-duplication backup unit and maintains a tape library for archival and historical restoration purposes.
* There are approximately twenty smart boards currently in the district.
* The district has eight document cameras primarily used in conference rooms with an additional six in classrooms.
* There are two high definition, two way interactive, mobile distance learning carts on the main campus, and an additional two portable systems
* Approximately 26 multi-media projectors are in classrooms, conference rooms, or available for checkout.
* Miscellaneous audio visual and technology items such as digital cameras, digital video cameras, clickers, etc.
* A wide variety of assistive technology is available for special needs students across the service area.

### Software

The district uses a wide variety of software that can be generally broken down into the following categories and sub categories:

* Operating Systems
	+ Server
		- Microsoft Windows Server 2003 and 2008 and 2012
		- Mac OSX Server
		- Linux (Ubuntu and CentOS)
	+ Work Station
		- Microsoft Windows 7 with some Windows 8
		- Mac OSX
* Network Applications
	+ PowerSchool Student Information System
	+ EMS Room booking
	+ Moodle (Ingham ISD hosts for a seven county consortium)
	+ E2020 curriculum delivery (hosted)
	+ Foxbright content management
	+ CourseWhere
	+ TOMMS
	+ Series M/WebMax
	+ Follett Destiny (hosted)
	+ Pro 3000
	+ All the Right Type
	+ Piney Mountain Press
	+ GroupWise
	+ MUNIS (hosted)
	+ CEO Image Systems (document imaging)
* Desktop Applications
	+ Microsoft Office 2010/2013 (pc), 2008/2011(Mac)
	+ Adobe Acrobat Professional
	+ Adobe Master Collection
	+ Other individual applications as needed
* Network Management, Utilities and Miscellaneous
	+ Microsoft SQL Server 2005 and 2008
	+ MY SQL
	+ Microsoft System Center Configuration Manager
	+ Microsoft System Center Operations Manager
	+ Microsoft SharePoint 2010
	+ Orion Solar Winds
	+ Forefront Anti-Virus (PC/Win)
	+ Sophos Anti-Virus (Mac)
	+ Symantec Backup Exec (Legacy)
	+ Super Duper (Mac backup)
	+ Arcserve Backup \*
	+ Wordpress (blogs)
	+ HVAC and security software
	+ Work Group Manager (Mac)
	+ LanSchool
	+ Apple Remote Desktop
	+ CyberSieve

### Network Infrastructure

Ingham ISD employs a network infrastructure to leverage connectivity for shared services in the most cost effective fashion. This infrastructure includes:

* All buildings on the main campus are connected via fiber optic cabling and connected using Gigabit Ethernet.
* A T1 line connects the Malcolm Williams site back to the main campus for voice and data.
* The CAHEP program at Sparrow uses a shared Internet connection with the facility while the program at Ingham Regional Medical Center uses an broadband cable Internet connection.
* Shared Internet is also in use at St. Vincent, Gardner, local school districts and MSU.
* Ingham ISD is participating in the Ingham Consortium (StarNET) leased wide area network which provides Internet access to all of our schools. A committee of participating consortium members meets regularly to determine how to maximize the benefits of these services to our students. As these are determined, the district realizes that addendums to this plan may be necessary. StarNET’s Internet and leased WAN are partially funded through the USF e-rate program.

### Telecommunications

Ingham ISD uses telecommunications in the form of mobile phones and fixed phones for a variety of communications. Our equipment includes:

* A voice over IP (VoIP) system supports all faculty, staff and administrators on the main campus and in the Harley Franks building. All buildings on the main campus are connected by fiber and share the use of this phone system.
* One remote site (Malcolm Williams) also shares the use of this phone system via a T1 line.
* One remote site (Harley Franks) is connected via StarNet over the Lansing School districts network.
* All office phones include voice mail.
* The district has approximately 130 mobile phones in use by employees across the service region.
* Telecommunications service is delivered through PRI lines which are partially funded via the USF e-Rate program.

Ingham ISD recognizes that we will need to continue to acquire the necessary hardware, software, network infrastructure, and telecommunications equipment order to continually improve instruction, student learning, and business operations. Our *future* needs include the following:

### Planned Hardware Updates and Upgrades

* Approximately 150 replacement, upgrade and/or new computers per year.
* Expanded storage needed for current data, archival, and/or backup, including but not limited to shared hardware for use with the local school districts in our service area.
* A continued move to virtualize file servers, desktops and applications in order to reduce hardware and maintenance costs as well as to reduce our electric and cooling costs and thereby lower our carbon footprint.
* Addition of storage and servers for expansion of services such as streaming media, online curriculum delivery, etc.
* One or more multi-function copiers and/or printers per year to update our printing hardware, or a moved to a managed print services model.
* Interactive classroom technology and other classroom hardware and software that will engage students and enhance learning including:
	+ One interactive classroom at our St. Vincent program.
	+ One interactive classroom at our Malcolm Williams program.
* Upgrading of our conference room multimedia projectors to high definition multi-media projectors (three in 2012, two in 2013).
* Evaluate the need for interactive boards in conference rooms
* Upgrade three TV’s to flat panels for district announcements – 1 each at HWS, CACC and TEC.
* Miscellaneous assistive technology hardware as needed based on analysis of student needs.
* Handheld digital video cameras for itinerants.
* Identity management and access control hardware.
* Additional video conferencing hardware including a video conferencing bridge and central management appliance.
* Expansion of our handheld computing devices such as iPads

### Planned Software Updates and Upgrades

* Digital Signage software for use with new flat panel televisions.
* Moodle upgrades as needed (ongoing)
* Microsoft Office 2013 (2013-14)
* Windows 8 pilot (2013-14)
* Adobe suite (next version ~ 2013)
* Adobe Acrobat Pro (next version ~ 2013)
* Mac Desktop Management tools (Casper Suite from Jamf, SCCM Qwest plugin, and/or similar tools).
* Miscellaneous assistive technology software as needed based on analysis of student needs.
* Unified communications software (2013-2014).
* SharePoint 2013 (2013-2014)
* Office 365 (in the cloud)
* Miscellaneous desktop and network applications as determined by needs analysis.
* Instructional software to support identified curricular needs
* Annual anti-virus software upgrades (Sophos for Mac, Forefront for PC’s, Forefront for SharePoint)
* Identity management and access control software

### Planned Network Infrastructure Updates and Upgrades

* Core switch upgrade (2013-2014)
* Add Power Over Ethernet (POE) Switches to support Voice over IP (VoIP) phones and wireless access points (WAPs) (2012-2013)
* Upgrade Wireless access points to new N standard (2013-2014)
* Upgrade/update/expand edge switches (annual)
* Evaluate content filter and unified threat management (2012-2013)
* Evaluate firewall (2012-2013)
* Create redundancy for services delivered on StarNET WAN (to be determined)

### Planned Telecommunications Updates and Upgrades

* Implement a unified communications system (2013-2014)

## Interoperability

Hardware, software, network infrastructure, and telecommunications purchases outlined in this plan (as well as those not specifically identified here) will be made in conjunction with an Information Systems analysis to ensure that all purchases interoperate with existing technologies. In addition, the following standards are in place:

* IISD has standardized on MS Windows 2008/2012 and OS X platform for servers. New OS’s will be evaluated as they are released.
* IISD has standardized on Windows 7 but intends to pilot to Windows 8 in 2013. OS X will remain the Mac standard until the next release.
* All software should operate on those existing standards for desktop and server operating systems.
* Network software should integrate with servers and directory standards (Active Directory/LDAP) whenever possible.

## Technical Support

Ingham Intermediate School District provides staff and services to support the technology and services outlined in this plan for all staff and administrators, as well as for local school districts where applicable. Ingham ISD also contracts out some support and training services when existing resources need augmentation. Staffing to support Ingham ISD and its constituent district includes nine staff members ranging from desktop support interns through a network engineer.

The Information Technology Services department provides technology support and training to district staff and administrators as well as local school districts. Some buildings and/or districts have technology coordinators (i.e. CACC), technology directors (local school districts) and/or designated teachers assist teaching staff within buildings/districts.

## Increased Access

Ingham Intermediate School District regularly makes a wide variety of assistive technology available to individual students and teachers who have special needs. The overall process starts with a consultation in which Ingham ISD staff evaluates a student or staff member and his or her needs. Next, tools are identified which would allow the student or teacher to be successful in their learning environment. Finally, the appropriate hardware and/or software are delivered to the student or teacher to meet the identified needs. This is an ongoing process used to ensure that all students have access to the technologies need to improve and enhance their learning experience.

# Funding and Budget

## Budget and Timetable

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **2011-2012** | **2012-2013** | **2013-2014** |
| **Salary and Benefits** | $916,000 | $916,000 | $999,000 |
| **Hardware and Network** | $400,000 | $380,000 | $350,000 |
| **Maintenance and Service** | $ 97,000 | $ 97,000 | $ 97,000 |
| **Software License**  | $ 110,000 | $110,000 | $100,000 |
| **Professional Development** | $ 80,000 | $ 80,000 | $ 80,000 |
| **Technical Support** | $ 48,000 | $ 43,000 | $ 43,000 |

## Coordination of Resources

This technology plan will be funded through a combination of grants, Universal Service Fund, district funds and opportunities provided by state and federal programs.

Hardware and software expenses for acquisition, repair, maintenance and supplies have been centralized at the district level. Technology purchases are aggregated at the district level to obtain the lowest price while maintaining quality.

Ingham ISD works in collaboration with its local districts to aggregate volume purchases through the statewide REMC $AVE Bid Program as well as purchases of items not on the Bid Program. In addition Ingham ISD delivers technical support for one LEA, application support for five LEAs and other types of ad hoc technical support thus reducing the costs LEAs spend for these services while delivering high quality support.

The Universal Service Fund e-Rate program is used to provide partial funding for a leased county wide fiber network (StarNet), Internet bandwidth for the StarNet consortium of schools, and telecommunications services (local, long distance, and mobile).

# Monitoring and Evaluation

## Monitoring and Evaluation

The Information Technology Services department will coordinate evaluation and monitoring. As updates are needed, or when unmet goals are identified this Technology Plan will be amended to address the new needs and/or the unmet goals. Evaluations will take place on and ongoing and annual basis as outlined below:

* Each program and service will review and evaluate the plan annually to both measure progress and identify unmet goals. Amendments and adjustments will be made as needed based on these reviews. (Annual)
* The 21st Century leadership team outlined in the Action Steps area of the Curriculum section of this document will develop a gap analysis and review and revise technology competencies on an ongoing basis. (Ongoing)
* All IISD Teachers and Principals will complete the Personnel Skilled in Technology evaluation. (Annual)
	+ Other staff and administrators may also complete the Personnel Skilled in Technology evaluation. (Annual)
* A comparison will be made periodically to identify the current access to technology tools versus the desired access to these tools. (Ongoing)
* Appropriate student levels will receive a variety of testing/evaluations on an annual basis including the 8th Technology Literacy assessment, KeyTrain software, an Adapted 8th Grade Technology Literacy assessment, etc. (Annual)
* Success in the engagement of students will be measured by comparing current attendance numbers with previous baselines. (Ongoing)
* Student time on projects outside of class and demonstrated learning will be measured in part by evaluating their time on task. (Ongoing)
* Student achievement and the impact of differentiated instruction will be measured by monitoring progress in various ways including both formative and summative assessments. (Ongoing)
* Student use of alternative learning measures will taken using enrollment in, or access of various on-line and distance learning technologies .(Ongoing)

# Acceptable Use Policy

The following Ingham ISD Policies and Administrative Regulations constitute Ingham ISDs Acceptable Use Policy in its entirety.

Policy

 4620.00

 Page 1 of 1

**INTERNET SECURITY**

Ingham Intermediate School District encourages and strongly advocates the use of electronic information technologies in educational activities. This policy directs the superintendent to ensure that Ingham ISD’s processes represent the best efforts to: a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; b) prevent unauthorized access and other unlawful online activity; c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and d) comply with the Children’s Internet Protection Act.

LEGAL CITATION: Children’s Internet Protection Act (Public Laws No. 106-554 and 47 USC 254(h)

POLICY

Adopted: September 15, 2009

Administrative Regulation

 4620.00-R(1)

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INTERNET SECURITY

A. Access to Inappropriate Material

1. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, and access to inappropriate information.

2. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

3. Subject to staff supervision, technology protection measures may be disabled, or in the case of minors, minimized only for bona fide research or other lawful purposes.

B. Inappropriate Network Usage

1. To the extent practical, steps shall be taken to promote the safety and security of users of the Ingham Intermediate School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

2. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called “hacking” and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

C. Education, Supervision and Monitoring

1. It shall be the responsibility of all members of the Ingham Intermediate School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

 4620.00-R(1)

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2. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Supervisor of Information Systems or designated representative.

LEGAL CITATION: Children’s Internet Protection Act (Public Laws No. 106-554 and 47 USC 254(h)

ADMINISTRATIVE REGULATION

Adopted: September 15, 2009

Policy

 4612.00

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**TECHNOLOGY AND INFORMATION ACCESS AND USE**

Ingham Intermediate School District encourages and strongly advocates the use of electronic information technologies in educational endeavors. The district will make available information resources, including instruction to assist in the development of information management skills. The superintendent and his/her designee shall develop an appropriate administrative regulation to support the district's endeavors.

POLICY

Adopted: July 28, 1997

Amended: January 20, 2009

Administrative Regulation

 4612.00-R(1)

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**TECHNOLOGY AND INFORMATION ACCESS AND USE**

A. The media and technology department is responsible for the management of the infrastructure, hardware, and software that the district uses to allow access to information technologies for educational purposes. These include:

1. Technology and Information Access and Use Policy.

 2. Defining the rights and/or responsibilities of users.

1. Providing resources that support the mission of the district.

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

5. Developing, implementing and evaluating the district technology plan.

1. Coordinating and monitoring district technology acquisitions to ensure that purchases are following district standards and the district technology plan.

1. Defining district standards for technology.

B. The district does not take responsibility for resources located or actions taken by users that do not support the mission and activity of the district.

C. DEFINITIONS:

 1. District technology includes, but is not limited to, computers, disk drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, phones, hand held digital devices and other related electronic resources.

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

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

4612.00-R(1)

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 4. Accounts refer to individual or group accounts used to access the district network or the Internet. Individual accounts are issued to individuals and are not to be shared with others.

 5. District refers to Ingham Intermediate School District and all of its buildings and programs.

6. Users are those people who have been assigned an account and/or permission to use district technology.

ADMINISTRATIVE REGULATION

Approved: July 28, 1997

Amended: October 21, 2002

 January 20, 2009

Administrative Regulation

 4612.00-R(2)

Page 1 of 4

**TECHNOLOGY AND THE DISTRICT NETWORK AND INTERNET**

A. All account holders on the Ingham Intermediate School District Network will be granted appropriate access to services the network offers. The following people may hold accounts on the IISD Network:

 1. Students. Students who are currently enrolled in the district’s programs may be granted a network account upon agreement to the terms stated in this policy and supporting building level policies.

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

B. RIGHTS. Account holders have the right:

 1. To use all authorized hardware and software for which they have received training, or for which they have knowledge, to facilitate learning and enhance educational information exchange.

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

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

4. Account holders have the right to sign up for listservs and request newsgroups, which facilitate learning and enhance educational information exchange.

C. RESPONSIBILITIES. Account holders are responsible for:

 1. Using district technology only for facilitating learning and enhancing educational information exchange consistent with the purposes of the district.

 2. Using the district telephones and e-mail system for business use. The district recognizes that, at times, account holders may need to receive and/or place telephone calls or send emails of a personal nature. Every effort should be made to keep personal use to a minimum.

4612.00-R(2)

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

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

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

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

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

 8. Maintaining the integrity of the network and e-mail system, reporting any violations of privacy and making only those e-mail contacts, which facilitate learning and enhance educational information exchange. Account holders are expected to abide by the district’s records management guidelines as it pertains to electronic records retention. The system administrators will not normally inspect the contents of e-mail sent by one member to an identified addressee, or disclose such contents to other than the sender, or the intended recipient, without the consent of the sender or an intended recipient, unless required to do so by law or policies of Ingham Intermediate School District, or to investigate complaints.

 9. Adhering to copyright guidelines in the use of hardware and software and in the transmission or copying of text or files on the Internet or from other resources. Copyrighted material must not be placed on any system connected to the district network without the author’s permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to InghamNet. Account holders may download copyrighted material for their own use with the expressed permission of the owner or authorized person.

1. ACCOUNT HOLDERS ARE PROHIBITED FROM:

1. Using district technology for personal gain, for product advertisement or political lobbying, or for making any unauthorized financial commitments via the district network. Commercial use of district technology is strictly prohibited unless prior written consent from the system administrator has been granted.

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1. Using the e-mail groups such as District All, TEC All, CACC All, MWS All, St. Vincent All, or HWS All to send e-mails containing chain letters, jokes, items for sale such as tickets, cars or for other personal purposes. Discretion is advised when using e-mail groups to inform staff about illness or death. Sometimes individuals prefer not to be acknowledged in this manner.

E-mails regarding news, events, fundraisers that benefit the community rather than the individual and are acceptable in a business setting are permitted.

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

1. Accessing or accepting material or files inappropriate or dangerous to the integrity of the district's networks and equipment or software.

1. Any action by an account holder that is determined by a system administrator to constitute an inappropriate use of InghamNet or to improperly restrict or inhibit other account holders from using and enjoying InghamNet is strictly prohibited. Account holders specifically agree not to submit, publish, or display on InghamNet any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material; nor shall they encourage the use of controlled substances. Transmission of material, information or software in violation of any local, state or federal law is prohibited. **(FROM INET APPLICATION)**

1. Non-district computing devices are permitted to connect the district wireless public network. Use of non-district computing devices on the network must abide by all district policies and procedures.

E. CONSEQUENCES OF INAPPROPRIATE NETWORK BEHAVIOR:

 1. Any account holder who does not comply with the technology and information access and use policy 4612.00 will lose network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges.

 2. The system administrator may close an account at any time for infractions of the policy and/or supporting building level access/use policies and his/her decision is final.

 3. Account holders violating any of these rights and responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the district.

4612.00-R(2)

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 4. Student account holders violating any of these rights and responsibilities will be dealt with according to the discipline policies of the individual school buildings, local district and Ingham Intermediate School District.

 5. The system administrator monitors all activity on the district network and to inspect any files, including e-mail stored on the system when required to do so by law or deemed necessary by district administrators or by the system administrator.

F. MISCELLANEOUS:

 1. Non-district computing devices are permitted to connect the district wireless public network. Use of non-district computing devices on the network must abide by all district policies and procedures.

G. ACCOUNT HOLDER RESPONSIBILITY DECLARATION:

 1. Access and use of district technology is a privilege for the account holders. The IISD has developed policy 4612.00 for local and wide area networks, computer, and related equipment.

ADMINISTRATIVE REGULATION

Approved: July 28, 1997

Amended: October 21, 2002

 December 1, 2004

 March 25, 2005

 January 20, 2009