



3560 McCarty
Saginaw, Mi 48603
Phone: 989-790-1676
Fax: 989-790-1680
John Brandt, Exec. Director/Principal
Jbrandt@vlhs.com

E-Rate Billed Entity Number 56080

Technology Plan

For the school years

July 1, 2010-June 30, 2011

July 1 2011-June 30, 2012

July 1, 2012-June 30, 2013

Creation date: **11/10/09**

Revised date

To reflect 2010 E-Rate form 470 # 636220000798153

Reviewed By _____

Approved - Date _____

Saginaw Intermediate School District

Section 2 Introduction

School Mission Statement: Valley Lutheran High School believes that Christ is the foundation of our school and everything that we do. We prepare our students as children of God academically, physically, socially, emotionally, and spiritually to serve in the world today and tomorrow.

Introduction: Valley Lutheran High School is located in Saginaw Township. The 361 students in grades 9-12 are instructed by 26 faculty members. The curriculum is described as college prep. Students come from across the Great Lakes Bay Region. The school is owned and operated by an association of churches that are members of the Lutheran Church-Missouri Synod.

Section 3 Vision and Goals

Vision Statement: Valley Lutheran High School is recognized as the school that best utilizes technology in teaching the 21st century student. Through the integrated use of technology all students will be prepared to serve God and people in the 21st century.

Technology Goals: Our technology goals are closely integrated with those of the school's 21st Century Classroom Initiative as described below:

- Well developed critical thinking and problem solving skills are absolutely necessary for success in this century.
- Effective collaboration is an expectation in the 21st century workplace but rarely formally taught in the classroom.
- Well developed reading and writing skills are not only important members of the original "Three R's" but have even increased in importance with the growth in technology. With everything from e-mail, to on-line research and to Internet based repair manuals relying on effective reading and writing skills, the need for renewed emphasis on these skills is apparent.
- Finally, students are immersed in a world of technology; a world that offers both great opportunities and challenges. Harnessing technology to help students become better thinkers, collaborators, readers and writers will cause them to use technology as a tool, certainly an expectation in the century's workplace.
- A key part of the process is the integration of technology across the curriculum. As the faculty is transformed, so too are the technological capabilities that will help students reach the important goals set before them.

Section 4 Curriculum Integration

Through their class work, all students should have the opportunity to develop the following technology competencies; which will be used as a basis for evaluation of our technology program:

- Be able to read and write at grade appropriate level.
- Be able to use technology to communicate with others at grade appropriate level.
- Be able to use available software, at appropriate age level.
- Be able to access information through our computer network.
- Be able to complete assignments using grade appropriate technology tools.
- Be able to embrace emerging technologies such as interactive video.

We recognize that many student achievement issues are related to the availability and use of technology. We will provide access to technology and training opportunities for all staff and students. The action steps supporting this strategy are as follows:

- Technology staff will ensure that equipment and software are in working order and addresses the needs of staff and students.
- A plan for technology training for administration, staff, and students will be implemented.
- Equipment and software will be acquired to meet the continuing needs of staff and students, using E-Rate funds, through special fund raising, or through increased budgets.
- Technology staff will receive appropriate training in management of networks, software applications, and troubleshooting in order to provide technology access to staff and students.
- The Technology Plan will be reviewed and revised on an annual basis, as noted below.
- Teachers will be encouraged to improve their technological skill levels.
- Appropriate training will be provided for teachers, administrators and students, as noted below.

Additional technology related action steps addressing other objectives and strategies include:

- We plan to purchase and utilize software to monitor student progress.
- We will implement teaching strategies that employ technology to increase reading and writing skills.
- We will provide classroom information to students, parents, and community members through the utilization of School web site, e-mail and newsletters.
- Instructional technology will be incorporated into every grade.
- A master plan for technology, resource, and media access will be developed. This plan will include a time line to evaluate the plan, and will be reviewed annually.
- We will enhance existing internal communications mechanisms and develop new ones for staff, faculty, and students.

We will communicate developments in the integration of technology through the parent newsletter, parent meetings, community newsletter, the school's website, and local media.

Section 5 Student Achievement

Technology will be integrated into the curriculum and instruction in the following ways:

- Teachers will use interactive technology in the classroom, including interactive whiteboards and student response systems.
- Students and teachers will use advanced internet research strategies to complete projects and prepare lessons.
- Teachers will use software and internet accessible programs to personalize instruction.
- Students will use on-line courses to expand the curriculum.
- Students and teachers will use various software and internet resources to present material.

The technology planning committee meets semi-annually to continue the development of technology. Below is a three year summary for the implementation of technology:

2010-2011	2011-2012	2012-2013
Telephone Services	Telephone Services	Telephone Services
Phone service to all classrooms	Continue phone service to all classrooms - add E-911	Continue phone service to all classrooms with E-911
More effective management of Long Distance service	More effective management of Long Distance service	More effective management of Long Distance Service
	Add 911 capability to Telecom Service within each classroom	Add E- 911 capability to Telecom Service within each classroom
Internet Access Services	Internet Access Services	Internet Access Services
Add Internet access to offices and classrooms.	High Speed Internet access to all offices and classrooms. Minimum T1.	Maintain Internet access to all offices and classrooms. Minimum T1.
Acquiring higher level Internet services, web hosting, firewall services, etc.	Acquiring higher level Internet services, web hosting, firewall services, etc.	Maintaining higher level Internet services, web hosting, firewall, etc.
Video Delivery Services	Video Delivery Services	Video Delivery Services
Ability to deliver streaming video to the classrooms for instructional purposes – exploring options	Implementation of ability to deliver streaming video to the classrooms for instructional purposes	Upgraded ability to deliver streaming video to the classrooms for instructional purposes

	possible implementation	Improving quality
E-rate Funding	E-rate Funding	E-rate Funding
\$1,500 - \$2,500 Priority 1	\$2.5 - \$3.5 K Priority 1	\$3.5 - \$4.5K Priority 1
No Priority 2	No priority 2	No Priority 2
Professional Development	Professional Development	Professional Development
Provide periodic training for teaching staff on software integration in the teaching process	Provide more training for teaching staff on software integration in the teaching process	Provide frequent training for teaching staff on software integration in the teaching process.
Provide training as needed for professional and support staff on the use of administrative software	Provide training as needed for professional and support staff on the use of administrative software	Provide training as needed for professional and support staff on the use of administrative software
Student Skill Development	Student Skill Development	Student Skill Development
Basic and Intermediate skills in Internet Usage	Basic and Intermediate skills in Internet Usage	Basic and Intermediate skills in Internet Usage
Use of computers for learning activities	Use of computers for learning activities	Use of computers for learning activities
Security	Security	Security
Implementing Secure Firewall and Filtering services	Expanding secure Firewall and Filtering services	Maintaining Secure Firewall and Filtering services
Maintenance	Maintenance	Maintenance
Tech support staff provides basic maintenance	Tech support staff provides basic maintenance	Tech support staff provides basic maintenance
Maintenance primarily by School employees	Exploring Maintenance agreements with outside vendors and agreements on new purchases	Maintenance agreements with outside vendors and agreements on new purchases
	Additional upgrades as funds become available	Additional upgrades as funds become available.

Section 6 Technology Delivery

Technology will be integrated into the curriculum and instruction in the following ways:

- Teachers will use interactive technology in the classroom, including interactive whiteboards and student response systems.
- Students and teachers will use advanced internet research strategies to complete projects and prepare lessons.
- Teachers will use software and internet accessible programs to personalize instruction.
- Students will use on-line courses to expand the curriculum.
- Students and teachers will use various software and internet resources to present material.

Section 7 Parental Communication and Community Relations

The technology plan will be communicated using the following strategies:

- The plan will be put on the school's website.
- The plan will be featured in parent and community newsletter. The newsletters are produced in digital and print format.
- The plan will be shared at Parent-Teacher meetings.

The community will be involved in the following ways:

- School board members and parents are included on technology task forces.
- Students are solicited for input.
- Community members have volunteered to assist in the implementation of some aspects of the plan.

Section 8 Collaboration

Valley Lutheran High School is strictly a 9-12 high school with no connection to adult literacy programs.

Section 9 Professional Development

The Academic Dean and Technology Coordinator will be jointly responsible for developing and scheduling periodic Technology training sessions throughout the school year, as well as record-keeping. Training will include one-on-one sessions, where possible, to build competence in specific capabilities. We will offer on-site seminars and workshops, and encourage participation in "outside" workshops for all teachers and staff to build competence in more general skills.

These programs will familiarize teachers with "best practices" of using Technology for enhanced educational outcomes, and teach them:

- Basic Skills (using programs like word to type documents, internet searching techniques, and emailing with attachments, etc.),

- Intermediate Skills (Using PowerPoint in daily instruction, and
- Use of digital cameras, interactive white boards, Moodle, and student response systems..
- Staff training on computerized record keeping will also take place. Staff members need additional training on accessing files, privacy acts, etc.

On-campus training sessions will have sign-in sheets or records of computer log-on to confirm attendance. Confirmed attendance at outside "in-service" events will be required. The Technology Director will be responsible for retaining training confirmation sheets.

At the end of each school year, a survey will be distributed to each faculty/staff member to:

- evaluate and suggest additional training for the next year.
- elicit ideas for increasing student and teacher computer proficiency, and
- ways to better use technology to enhance instruction.

Section 10 Supporting Resources

The implementation of the plan requires supporting resources such as those provided by:

- the Saginaw Intermediate School District
- traditional and on-line courses from several colleges and universities.
- on-line resources such as Learn Port.
- professional organizations such as MACAUL, ASCD and NASSP.

Section 11 Infrastructure Needs/Technical Specification, and Design

We currently have: 361 students We currently have 6 phone lines furnished by AT&T, they also provide our long distance service. We have 2 cell phones used by the staff, provided by Verizon Wireless. Our internet service is a DSL line with 6meg down load and 763K up load. This line is furnished by AT&T/NSG.

Other internet services are provided by Surfside Software, but are not e-rate eligible.

17 classrooms have some internet access.

17 classrooms have telephones and our telephone system is 2 years old.

17 classrooms have at least one (1) computer and three (3) have limited wireless access.

We are exploring the benefits of deploying one or more portable computer labs next year. We are exploring the benefits of wireless access throughout the school and encouraging students to engage the technology through personal devices such as "smart" phones, handheld computers, netbooks, and laptops.

We will utilize a 2-level needs assessment process, if the following ways:

Level 1 needs assessment involves teachers and staff, addressing attitudes toward

technology, professional development needs, and instructional integration of technology.

- Level 1, a comprehensive technology needs assessment, will be conducted at least every two years. This needs assessment will address attitudes toward technology, extent of technology usage, extent of classroom technology integration, and professional development needs. A locally constructed survey will be utilized for this purpose.

Level 2 needs assessment involves our technology committee, addressing hardware and infrastructure needs.

- Level 2, an assessment of current hardware and infrastructure, will allow the technology committee to determine where additional technology resources are needed, where hardware upgrades are needed, and what upgrades/enhancements are needed to insure adequate infrastructure. The technology committee will keep current on emerging technologies to insure that these are considered in the technology acquisition budget. The committee provides input into the technology acquisition budget.

The technology committee identified the needs as a result of the Level 2 needs assessment:

- Provide for high speed access to deliver Internet and video to all classrooms.
- Upgrade to a T-1 line.
- Expand virus and content filtering at the Firewall level.
- Install wireless access throughout the building.
- Provide additional electronic classrooms especially with interactive whiteboards, student response systems, and portable computer labs.
- Continue to examine new technologies as they are available.
- Use the internet for library resources, due to our limited library facilities.

The school has a part-time technology coordinator on staff and contracts with a local information technology firm for additional support.

Section 12 Increase Access

All students have access to technology during a daily study hall, before and after school. The school works with local public school special education programs to implement assistive technologies as needed.

Section 13 Budget and Timetable

We plan to request E-Rate funds yearly for our Priority 1 Telecom and Internet services. The budget amounts below show our estimated PRE-DISCOUNT costs of E-Rate eligible services, followed by our adjusted cost based on successful E-Rate filings. Successful application for E-rate funding for eligible Telecom and Internet services will allow us to increase E-Rate eligible services. If E-Rate funds are not received, we will not be able to meet our projected budget growth for Technology.

NOTE: The portion of the cost of any services and equipment purchased through E-rate that is not paid for by E-Rate funds will be paid from our general operating budget. Funds for purchasing desktop software, educational applications and other non-E-Rate eligible services are included as a separate line-item in our budget.

	2010-2011	2011-2012	2012-2013
Telecom services & Internet access (Priority 1 services)	\$4,000-5,000	\$4,000-6,000	\$6,000-8,000
Hardware purchases	\$4,500-5,000	\$5,000-7,000	\$6,000-7,500
<u>ITEMS BELOW THIS</u>	<u>LINE ARE</u>	<u>NOT ELIGIBLE</u>	<u>FOR E-RATES</u>
Software purchases	\$2,000 --	\$6,000	\$3,000
Staff Development –	\$1,500	\$6,000	\$2,000
Support Staff	\$1,000	\$1,500	\$2,000

Section 14 Coordination of Resources

In addition to erate funding, the school receives funding for technology from tuition and special fundraising efforts.

Section 15 Evaluation

The Technology Committee, School Leadership Team, and School Board standing committee will annually evaluate the technology plan especially noting the integration of technology into the curriculum. Faculty, staff, parents and students will be solicited for input during this process. Changes in the plan will be made as new opportunities and

emerging technologies are identified. Unmet goals will be evaluated based on continued validity and addressed as appropriate.

Technology Committee:

Committee Members	Committee Members
Principal – John Brandt	Teacher - Amy Cooper
Techology Coordinator - Barry Wittig	Academic Dean - Lisa Meyers
Consultant - Jonathan Hozeska	Parent - Jon Nuenfeldt

Technology Committee meetings will be held at the end of each school year to assess the school’s progress in meeting our technology goals, with an emphasis on keeping our plan focused on using technology to enhance the educational outcomes of our students.

We will make mid-course modifications to incorporate changing conditions and new technologies for the benefit of our students.

Section 16 Acceptable Use Policy

The following is printed in the Student Handbook.

Internet Access

The purpose of Internet access for students is to expand their knowledge of the world and to increase the educational resources available to them. All students may have the privilege of having Internet access to facilitate diversity and personal growth in technology and to develop their information gathering and communication skills.

School e-mail access will be granted for academic reasons only (e.g. teacher assignments and projects). A school e-mail account must be approved by and coordinated with the Internet Administrator. Students wishing to check their personal e-mail must have permission from the Media Specialist or the teacher in charge.

User Guidelines

Students will not access information on the Internet that is inappropriate and objectionable. These sites include but are not limited to: pornography, sites promoting racism, inappropriate text containing vulgar or obscene language, and files dangerous to the integrity of the system.

Students are **NOT** to use chat rooms or instant messaging systems.

Students will **not** download files or information onto the “C” (hard) drive.

Students may download files onto their disks.

It is the student’s responsibility to:

- Make sure that no hardware or software is destroyed, modified, or abused in any way..

- Immediately report problems in the system to the Media Specialist or the Internet Administrator.
- It is the student's responsibility to report any violations and/or misuse of technology to the supervising teacher,

24

Media Specialist, or the Internet Administrator.

Research and teacher assignments take precedence over browsing the Internet. Students pass from a teacher to use the Internet. The Media Specialists or Supervising Teacher reserves the right to deny access for any reason.

Students are expected to abide by the generally accepted rules of computer network etiquette. These include (but are not limited to) the following:

1. Be polite. Do not be abusive in your messages to others. Treat others fairly.
2. Use appropriate language. Do not swear or use vulgar, obscene or inappropriate language. All communication deemed illegal by federal, state or local ordinances are strictly forbidden.
3. Do not reveal the personal address and/or phone number of yourself or of any other student(s) or colleague(s).
4. Note that your electronic mail is not guaranteed to be private.
5. Do not use the network for financial or commercial gain.
6. Never post a message or information that you do not want to be made public.
7. As the rules and guidelines for network etiquette change and evolve, users are responsible for understanding and abiding by those generally accepted rules of the Internet.

It is the student's responsibility to monitor content and volume of printed documents as directed by the Media Specialist

and/or the Internet Administrator. A fee for printing will be charged to offset costs.

Scanner use is prohibited without appropriate training and the Internet Administrator's permission.

Users are **not** allowed to bring and use their own software.

Copyrighted Intellectual Property

It is the student's responsibility to follow all copyright laws regarding the use, duplication, application, and distribution

of intellectual property (e.g. software, text, video, music) and will abide by Valley Lutheran High School's academic

dishonesty policy. No copyrighted material is to be used without explicit permission of the copyright holder (e.g.

author, programmer, producer, developer, and publisher).

System Dependability

Every effort to provide dependable access to Internet resources will be made; however, the school cannot be held liable

for any information that is lost, damaged, or unavailable due to technical, or other difficulties.

Internet Discipline Policy

The use of the Internet is a privilege, not a right, and inappropriate use of that connection will result in cancellation of those privileges.

Consequences for violations are as follows:

- Suspension of Internet privileges for a period of time up to and including permanent removal of Internet privileges.
- Additional disciplinary action may result as deemed necessary by the school administration.
- Parents and users will be liable for damage to equipment due to abuse.

Internet Filtering

Censornet internet filtering software is installed on the school's servers and all computers. In addition to filtering inappropriate sites, it also allows the technology coordinator to monitor attempted access to such sites from school computers.