

Technology Plan

Willow Run Community Schools

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<http://www.wracs.k12.mi.us/distadmin.html> - technology

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Willow Run Community Schools - 81150
Washtenaw Intermediate School District

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Introductory-Section 2

Vision Statement

The Vision of Willow Run Community Schools is to prepare students to excel in a global society.

Mission Statement

The Mission of the Willow Run Community Schools is to provide the highest quality education for all students by:

- Offering a challenging and comprehensive curriculum
- Meeting the diverse intellectual, social, and emotional needs of each student
- Cultivating collaborative efforts between school, family and community partnerships
- Developing learning communities for continuous improvement that ensures academic achievement by providing the highest standards of instructional practice in every class, every day
- Being responsible and accountable for the public trust and resources

Willow Run Community Schools Statistics

The Willow Run School District is located in Ypsilanti Township and Superior Township in eastern Washtenaw County. According to the 2003 Census data Willow Run School District has a population of approximately 19,497. Willow Run Community Schools' current student enrollment is 2,696 students in grades K-12. Seventy percent of students qualify for free or reduced breakfast and lunch program. The district has 436 employees, which include 180 teachers, thirteen administrators as well as, secretaries, maintenance and support staff. The median household income in the district is \$46,460.

The technology planning team that created this document includes central office administration, building principals, teachers, support staff, community members, and board members through a technology audit process performed in 2005. Plante Moran selected representatives from all stakeholders in the community to evaluate the technology status of the district. The technology assessment report that was created by Plante Moran was used to create a new plan for the next three years. The report and this plan will be a living document that will be supported by all stakeholders who will review the progress on an ongoing basis.

School Buildings

Willow Run High School

235 Spencer Lane
Ypsilanti, MI 48198
Telephone: 734.481.8300
Fax: 734.481-8185

Willow Run Middle School

235 Spencer Lane
Ypsilanti, MI 48198
Telephone: 734.481.8325
Fax: 734.481.8170

Cheney Academy of Mathematics and Science

1500 Stamford Blvd
Ypsilanti, MI 48198
Telephone: 734.481.8270
Fax: 734.481.8174

Henry Ford Elementary School

2440 Clark Rd
Ypsilanti, MI 48198
Telephone: 734.481.8275
Fax: 734.481.8186

Edgar Holmes Elementary

1255 Holmes Rd
Ypsilanti, MI 48198
Telephone: 734.481.8280
Fax: 734.481.8175

Henry J. Kaiser Elementary

670 Onondaga
Ypsilanti, MI 48198
Telephone: 734.481.8284
Fax: 734.481.8172

Charles F. Kettering Elementary

1644 Knowles
Ypsilanti, MI 48198
Telephone: 734.481.8288
Fax: 734.481.8179

Thurston E.C.D.C.

181 Oregon
Ypsilanti, MI 48198
Telephone: 734.481.8295
Fax: 734.481.8169

Central Administration Building

2171 E. Michigan Ave.
Ypsilanti, MI 48198
Telephone: 734.481.8200
Fax: 734.481.8151

Sampson Building

145 Spencer Lane
Ypsilanti, MI 48198
Telephone: 734.481.8220
Fax: 734.481.8224

Vision and Goals-Section 3

The Willow Run Community Schools District vision for the Technology Program is directly linked to student achievement and classroom reform specific to the broader district mission and goals.

Our Vision: Use technology to enhance instruction and operations.

Our Mission: Use technology to support the instructional process.

Our Goal: The goal of Willow Run Community Schools is to use a variety of effectual technology tools for implementing instructional strategies that provide all students with dynamic learning opportunities and experiences.

To do this we are committed to developing and implementing research based best-practice teaching strategies – at the district, building, and classroom levels that will improve academic learning achievement outcomes for all students. District planning, therefore, supports site-based, staff driven school improvement efforts that support research based strategies to accomplish the teaching and learning goals of the Michigan Content Standards for Curriculum in English Language Arts, Social Studies, Mathematics and Science for all students.

Curriculum, Instruction, and Assessment

- **To focus on curriculum** -- continue to align the curriculum in each content area across and within each grade, with state standards and benchmarks, and based on state assessments.
- **To focus on instruction** – instruction using best practices based on the concept based curriculum approach will be an area of focus as the new curriculum is being implemented and revised.
- **To focus on assessment** – centered in student achievement data outcomes aligned with state and local standards and benchmarks, at the district, building, classroom, and student levels.

By promoting a philosophy of technology integration across the curriculum, and by creating a supportive infrastructure environment, along with appropriate staff development to support this expectation, teachers and students have the opportunity to use technology to support the district goal of improving student academic learning outcomes in all content areas.

The new Willow Run Community Schools curriculum focuses on the following four elements:

Rigor (instruction and learning that involves higher order thinking)
Student Voice (opportunities for students to connect their interest and ideas during instruction)
Culturally Relevant Pedagogy (instruction and assessment that is representative of cultural and ethnic groups)
Real World (instructional connections are provided with real world examples)

In addition, the curriculum is based on the four C's below:

Contribute: How do I contribute to my world?
Construct: How do I construct knowledge about the world?
Communicate: How do I communicate within the world?
Consider: How do I consider my place in the world?

A district-wide Technology Committee consisting of staff, administrators, parents, students, and community members, worked together to establish a technology plan that is and will continue to

be a living document that provides guidance in the acquisition, maintenance, and use of technology to ensure an educationally sound program for all students, resources for instructional staff, and technologically effective resources for all staff and students. The Willow Run Community Schools technology plan aligns our technology goals with those established for the state of Michigan.

Curriculum Integration - Section 4

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

I. CURRICULUM (E-rate #2, NCLB A, B, C, D & E, MDE Sec. 4, 5, 6, 7 &8))

Technology Integration (Objectives/Action) (E-rate #2, NCLB A, MDE Sec. 4)

Technology will be used as a tool to enhance instruction to meet the needs of all students in Willow Run Community Schools. This goal will be measured using district wide assessments that correlate with Michigan Educational Technology Standards & Expectations and the Michigan Curriculum.

Willow Run Community Schools is completing a 4.5 million dollar technology bond. Each building received an allocation based on its student count. This money provided technology infrastructure and hardware. Specific technology hardware needs were identified by the bond technology committee for each building and submitted to the state department for approval prior to the millage vote. The committee has worked with building staff and administration to identify and coordinate building requests and ensure that the requested equipment is related to the curriculum and that use of the equipment will have a positive impact on student learning. The professional development focus has shifted to curriculum integration activities. The emphasis is on hands-on training to facilitate the use of technology in the delivery of instruction and enriching the resources available for student learning.

Goals for Curriculum, Instruction, and Assessment:

1. Every student in Willow Run Community Schools will use technology on a regular basis in support of the concept-based curriculum.
 - a. Develop a concept based technology curriculum aligned with the Michigan Educational Technology Standards.
 - b. Include a technology component into a lesson plan template used by all teachers.
 - c. Personalize individual access to curriculum resources to allow for individual student needs.
 - d. Internet tools are used to connect classrooms to community partners.
 - e. Online courses are used at the middle school and high school level to supplement and enhance curricular offerings for students.
2. Personalize the use of technology at the elementary, middle, and high school level.
 - a. Use technology to support the development of literacy and numeracy skills based on student achievement data.
 - b. Use technology to monitor the progress of literacy and numeracy development skills.
 - c. Differentiate instruction through the use of personalized one to one laptop technology.
3. Develop a process for measuring technology proficiency by the end of 8th grade.
 - a. Determine technology outcomes at the end of elementary and middle school.

- b. Determine assessment tools to measure student progress toward technology standards.
- c. Develop a process for a portfolio system to track student progress.

Student Achievement - Section 5

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

Curricular Sample (Appendix A)

Student Achievement (Objectives/Action) (*NCLB B, MDE Sec. 5*)

Student achievement is measured using a variety of assessments for all students. Online assessments include STAR reading, STAR math, Accelerated Reader, and Accelerated Math. In addition, Dynamic Indicators of Basic Elementary Literacy Skills (DIBELS) is used in early elementary. The Michigan Educational Assessment Program (MEAP) is administered each year to measure student achievement of the four core areas as outlined by the Michigan Curriculum Framework and the Grade Level Content Expectations. Analysis of student achievement data is performed by the use of technology tools on an ongoing basis.

Current data for Willow Run Community Schools from DIBELS/STAR reading and STAR mathematics shows that students are performing below the national average in both reading and mathematics. Data analysis and reporting results from these assessments has been the current focus. Teachers have begun to receive training on how to read reports generated from these programs and are distributing these reports to parents and students.

Based on the MEAP data currently available, the elementary buildings have made Adequate Yearly Progress, but the secondary buildings have not. Strategies are being put in place from the Title I Improvement grants as well as the Freedom to Learn initiative utilizing technology through student assessment and data analysis. At the elementary level, alignment of the curriculum with a new reporting system the “Willow Run Assessment Profile” and an “instructional calendar” (pacing/scope and sequence) is being drafted. At the secondary level course descriptions including an “instructional calendar” and grading rubrics are being drafted as well. <http://www.wrcs.k12.mi.us/District/DistrictMain.html>

During the 2006/2007 school year, the new Willow Run Assessment Profile, which was created by the elementary teaching staff, will be used. The secondary staff will be incorporating the grading system to reflect a more accurate picture of student progress. The new instructional calendars will be implemented. Benchmark assessments will be developed for each grade level to measure student performance. Freedom to Learn classrooms will utilize the software tools such as Assessment Connection, Discourse, Class Server, etc.

During the 2007/2008 school year, the elementary Assessment Profile will be done electronically so that data can be analyzed to determine areas of strengths and weaknesses from the elementary level through high school. The benchmark assessments will be implemented during the year and modifications will be made. Freedom to Learn classrooms will utilize the software tools such as Assessment Connection, Discourse, Class Server, etc.

During the 2008/2009 school year, modifications will be made as needed based on student achievement data generated from the Assessment Profile and grading procedures. The benchmark assessments will be studied and revised as necessary after implementation and analysis. Freedom to Learn classrooms will utilize the software tools such as Assessment Connection, Discourse, Class Server, etc.

Technology Delivery - Section 6

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

Technology Delivery (NCLB C, MDE Sec.6)

Currently, the district is completing the upgrading of technology across the district from the bond project. Each classroom has a PC workstation. Each school has at least one computer lab of 30 workstations as well as at least two wireless laptop carts. Every classroom in the middle school and one elementary building currently have a data projector, interactive whiteboard, and audio enhancement system. In addition, the middle school is participating in the Freedom to Learn (FTL) program through the state of Michigan; all 6th and 7th grade students have a wireless laptop to use during their core instruction courses.

The following Web-based programs are being used across the district:

Grades 3-12 STAR reading assessment

Grades 3-12 STAR math assessment

Grades K-2 DIBELS data system

Grades K-12 Accelerated Reader

Grades 1-12 Accelerated Math

Unitedstreaming – educational video streaming service

Accent Library database

Educational websites (links are on the district's website for instructional use)

Encarta (on the FTL student laptops)

Grolier Encyclopedia

Currently, the Accelerated Reader program can be used at home. Both branches of the Ypsilanti District public library have set up their computers so that students can read Accelerated Reader books and test on this web-based program. In the future, the district will continue to work with the Ypsilanti District library branches so that Accelerated Math can also be utilized outside of the district.

During the summer of 2006-2007, additional elementary classrooms will be set up to include a data projector, audio enhancement system and interactive whiteboard. The plan for the future is to add an additional set of laptops for each grade for the next four years so that the 6-12 middle school and high school campus will both be wireless and every student will have a laptop computer. During the next three years, the high school level data projectors, audio enhancement systems, and interactive whiteboard will be installed.

The Office of Academic Services is investigating the feasibility of using online courses and interactive video for student instruction for courses beyond the Willow Run Community Schools concept based core curriculum. The district is currently investigating the effective use of online courses. Should the Willow Run School District decide to pursue distance learning as an option for students, a partnership with another local educational institution will be considered as we

have the Washtenaw Intermediate School District, Washtenaw Community College, Eastern Michigan University, and the University of Michigan all within a twenty-mile radius.

In addition based on recent data, Willow Run Community Schools has a high population of families doing home schooling. The district is exploring how to create distance-learning opportunities for home-schooled students.

Parental Communications & Community Relations - Section 7

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

Parental Communications and Community Relations (NCLB D, MDE Sec.7)

The Willow Run Community Schools are committed to communicating with district parents and other community members regarding the use of technology. The technology plan will be disseminated to the community through the technology committee and will be presented for adoption by the board. The technology plan will be posted on the district website. Printed copies will be available in all buildings. During the School, Family, Community partnership (SFC) monthly meetings at least one parent representative from each building will learn how to open this document to educate parents in their home school area. Parents and community members are represented in the development of the technology planning committee. This committee will be responsible for the ongoing evaluation and monitoring of the implementation of this technology plan.

To maintain a strong level of communication regarding the technology plan, the website will contain not only the technology plan but also the curriculum, instructional calendar, assessment profiles, and student technology proficiency standards. Parent workshops will be sponsored by the SFC group on a monthly basis. Data from parent surveys will determine the content of the workshops and measure progress. In addition each school will host at least one technology workshop per year for parents and community members. The media center in each building will be available for parents and community members to access information about the district via the district's website.

Parents will be informed about the technology to be used with students via classroom, building and community newsletters, the Annual Report, student/teacher conferences and the district website. Increased communication will occur through the use of email and websites. Each school holds technology nights and invites parents to come to school and use the available technology, especially the computers and Internet access. Parents are also invited to use the available instructional software and to visit previously identified instructional Internet resources. Technology will be used to help personalize student learning plans through the implementation of direct access of student performance through a secure website that allows parents to view teacher expectations, homework assignments, monitor progress, view report cards and view student projects. To facilitate the use of this technology by the community for these purposes we will expand parent technology opportunities and access in the future.

Collaboration – Section 8

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

Collaboration (*NCLB E, MDE Sec.8*)

In the existing adult education program, we offer computer training on Microsoft Office Suite and Desktop Publishing. There are computers available for student use in the GED, ESL and Adult High School classes. Students use computers for class projects that require Internet access. Each adult education classroom has a minimum of five computers with classroom access to the Internet and network. All adult teachers have a new Cisco VoIP telephone in their classroom. The district continues to explore additional opportunities for the adult literacy programs in our district. There is an interactive whiteboard and ceiling mounted data projector available for the adult education teachers and their students to use during the evening hours of the Adult Education program.

Timeline for sections 4-8

	First Semester	Second Semester
2006/2007	<p>Present the approved Technology plan to the board</p> <p>Post plan on website/print copies for each building</p> <p>Add interactive whiteboards, audio systems, and projection machines to selected classrooms</p> <p>STAR reading, STAR math, DIBELS data analysis</p> <p>Set goals for students in Accelerated reader and Accelerated math</p> <p>Elementary staff will implement the Willow Run Assessment Profile and instructional calendar</p> <p>Secondary staff will implement the new grading rubric grading system and instructional calendar</p> <p>Benchmark assessments will be developed for each grade level to measure student performance.</p> <p>Convene Curriculum Development Teams to review Michigan Educational Technology Standards and revise current curriculum</p> <p>Investigate ways technology can be incorporated into lesson plans</p> <p>Pilot a lesson plan model that includes technology component</p> <p>Monitor progress toward Accelerated reader and</p>	<p>STAR reading, STAR math, DIBELS data analysis</p> <p>Share draft technology curriculum with staff</p> <p>Determine what standards WR will use in grade 8 online vs. portfolio process (work with technology dept regarding space if using electronic portfolios)</p> <p>Adopt technology curriculum</p> <p>Adopt a lesson plan model that includes technology component</p> <p>Monitor progress toward Accelerated reader and Accelerated math goals monthly</p> <p>Elementary staff will implement the Willow Run Assessment Profile and instructional calendar</p> <p>Secondary staff will implement the new grading rubric grading system and instructional calendar</p> <p>Benchmark assessments will be developed for each grade level to measure student performance.</p> <p>Create a plan to incorporate home school families into the district</p> <p>Investigate distance learning courses</p> <p>School Family Community partnership workshops</p> <p>Apply for FTL grade 9</p> <p>Survey needs and create plan for adult</p>

	<p>Accelerated math goals monthly Expand Accelerated math to local libraries</p> <p>Continue Accelerated reader in local libraries</p> <p>Gather information from home schooling families</p> <p>Assess parent/community needs through School Family Community group</p> <p>Host monthly parent/community workshops</p> <p>Implement FTL grade 8</p>	education
2007/2008	<p>STAR reading, STAR math, DIBELS data analysis</p> <p>Monitor progress toward Accelerated reader and Accelerated math goals monthly</p> <p>Implement electronic assessment profile for elementary</p> <p>Begin benchmark assessments</p> <p>Implement lesson plan model</p> <p>Provide access for home school families</p> <p>Create distance learning plan</p> <p>Assess parent/community needs through School Family Community group</p> <p>Host monthly parent/community workshops</p> <p>Implement FTL grade 9</p>	<p>STAR reading, STAR math, DIBELS data analysis</p> <p>Monitor progress toward Accelerated reader and Accelerated math goals monthly</p> <p>Continue benchmark assessments-make revisions for next fall</p> <p>Implement distance learning courses</p> <p>Host monthly parent/community workshops</p> <p>Apply for FTL grade 10</p> <p>Survey needs and create plan for adult education</p>

	Implement adult education plan	
2008/2009	<p>STAR reading, STAR math, DIBELS data analysis</p> <p>Monitor progress toward Accelerated reader and Accelerated math goals monthly</p> <p>Continue benchmark assessments</p> <p>Monitor and evaluate progress with technology lesson plan integration</p> <p>Continue to work with home school families</p> <p>Monitor enrollment in distance learning courses</p> <p>Assess parent/community needs through School Family Community group</p> <p>Host monthly parent/community workshops</p> <p>Implement FTL grade 10</p> <p>Implement adult education plan</p>	<p>STAR reading, STAR math, DIBELS data analysis</p> <p>Monitor progress toward Accelerated reader and Accelerated math goals monthly</p> <p>Continue benchmark assessments</p> <p>Evaluate home schooling opportunities</p> <p>Evaluate distance learning courses</p> <p>Host monthly parent/community workshops</p> <p>Apply for FTL grade 11</p> <p>Survey needs and create plan for adult education</p>

Professional Development - Section 9

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

The Willow Run Community Schools District is working on a professional development plan that ensures that all staff and administrators are made aware of how to use available technologies to improve student learning.

The technology professional development model adopted by the Willow Run Community Schools meets state and national standards addressing competencies for teachers, administrators, and other relevant educators. The training is sustained, hands-on, directly related to classroom instruction and ongoing. Activities tie the use of technology to student achievement based on the Michigan Education Technology Standards (METS).

Teachers attend technology skills workshops outside of the district as needed. This attendance is based on teacher request related to the individual's specific identified needs in the area of technology. While the district supports teachers in this type of training, the emphasis has shifted to the curricular integration training with the expected result that both staff and students will use technology in educationally appropriate ways.

Goals for professional development:

1. All staff will increase their level of technology proficiency.
2. All teachers will increase the level of technology integration into their classroom curriculum.

Professional development will be provided to all staff during both contractual professional development days and additional district initiated time on both hardware and software for effective use of technology as a tool to improve teaching and learning for all students. Goals will be measured using pre and post surveys. To meet out professional development goals, the following steps will be taken:

- Measure current levels of technology proficiency and technology implementation in the classroom curriculum
- Provide appropriate technology professional development sessions based on current levels of proficiency
- Develop a professional collaboration model for developing and reflecting on technology rich lessons
- Create and administer levels of technology implementation survey
- Set flex goals to monitor personal growth
- Integrate technology effectively into curriculum
- Differentiate professional development opportunities by content and specialist area
- Integrate technology into professional learning communities
- Contract a technology coach to support this plan

- Implement Professional Development days with Director of Elementary and Director of Secondary Education will continue for three full days per year

The technology professional development plan goals will be revised as needed on an annual basis based on the data from staff surveys.

During the 2006/2007 school year, the level of technology proficiency will be evaluated for each staff member using a Zoomerang (or similar type) survey. For staff working with grades 6-8 in the Freedom to Learn initiative professional development will be frequent and ongoing. The School Observation Measure/Survey of Computer Use (SOM/SCU) tools will be used. Based on the results, a plan will be established so that a professional development calendar is created to meet the needs of the staff.

During the 2007/2008 school year, the professional development calendar will continue to be followed based on the results from the previous year. In addition, flex goals will be set for each staff member to work on improving their technology proficiency implementation skills. For staff working with grades 6-9 in the Freedom to Learn initiative, professional development will be frequent and ongoing. The SOM/SCU tool will be used to measure success of achieving each staff members flex goals.

During the 2008/2009 school year, the professional development calendar will be completed. Follow up surveys will be utilized to measure the effectiveness of the professional development plan and to guide the development of the next three-year plan. For staff working with grades 6-10 in the Freedom to Learn initiative, professional development will be frequent and ongoing. The SOM/SCU tool will be used to measure success of effectiveness of the professional development opportunities.

Supporting Resources – Section 10

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.

Willow Run Community Schools provides a variety of resources to staff including, equipment, services, and materials to ensure the successful and effective use of technology and include the following.

Available technology for staff and student use:

- Computer labs in all elementary and secondary buildings
- One or more computers in every classroom
- Computers in all Media (resource) Centers
- Every classroom connected to the internet
- Peripheral equipment including, but not limited to digital cameras, scanners, video cameras, color laser printers, LCD projectors available in all buildings
- Personal HP laserjet printers in elementary classrooms
- Personal HP laserjet printers in core subject classrooms at the middle school
- Personal HP laserjet printers for math classrooms at the high school
- Wireless access in WRMS & WRHS (yearbook & newspaper)
- Two wireless carts in K-12 buildings

Other supporting resources include:

- District web pages
- Web-based HelpDesk
- Board of Education approved policies and procedures related to district technology use
- Online educational resources
- Access to REMC materials
- Assistive Technology materials and consultations
- Availability of web-based resources on the Michigan Department of Education website, Brain Pop, Renaissance Place, Michigan Teacher Network, etc.
- Resource Manual
- Washtenaw Intermediate School District
- United Streaming
- Sagebrush Accent library online

Infrastructure, Hardware, Technical Support and Software - Section 11

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

Willow Run Community Schools Campus Network (see appendix B)

Willow Run Middle School (see appendix C)

Core at Willow Run Middle School (see appendix D)

Elementary Schools, Administration and Sampson (see appendix E)

Willow Run High School (see appendix F)

Wide Area Network and Local Area network Current Status

The Willow Run network is a fully switched Cisco infrastructure utilizing Vlans in order to limit network congestion through excessive broadcasts. The Willow Run Community School District infrastructure is comprised of a Cisco Catalyst 6509 at the core, with Cisco Catalyst 2950 switches at each building. Uplinks to the core, located at Willow Run High School, were single and multimode fiber optic cabling allowing for Gigabit connectivity. A supervisor II module with a MSFC II component is responsible for the head-end switching and routing between the Vlans. Vlan assignments were defined by building for ease of administration.

All buildings are networked internally with 10/100 Mbps Ethernet to the desktop with a 1Gb Mbps backbone district-wide. For our networking equipment we have standardized on Cisco. Wireless access is in place at every K-12 school either installed or via the laptop carts. A fiber connection currently runs out from the entire district to the Washtenaw Intermediate School District, providing Internet access and TCP/IP based networking services. MERIT provides the district's DNS services.

There is a minimum of five (5) network drops per room in any of the instructional areas. These drops run at a minimum speed of 10 mbps and a maximum of 200 mbps full duplex, depending on the network card in the recipient computer. All existing cabling is Category 5 for data and Category 3 for voice. Wiring closets are connected via multimode fiber. New installations are standardized on Category 5e for voice and Category 6 for data.

There are six file servers providing a specific function within the campus network. These file servers provide various network services including but not limited to email, network file storage, network applications services (SASIXp, Renaissance Place, Norton Anti-Virus, Prideware Food Systems Management) and network authentication and security services. There is one Red Hat Linux server for the SchoolsOpen system that houses the financial and human resources database. We are updating the current tape backup system with a new disk-based data protection software/hardware solution. It will be installed in a different location than our tape backup process, which is managed by Backup Exec v.10 by Veritas.

Willow Run Community Schools also offers individual network storage space to all staff and students. A separate volume was created on the network to accommodate the needs of the high school yearbook and newspaper staff.

Each building offers a minimum of one available network color laser printer, a number of network black lasers and a number of individual inkjet printers as well. With the additional funds from the technology bond issue we purchased additional workgroup printers for every

building. Most of the buildings have used bond and/or grant money to provide additional low-end (1320N HP) laser printers in teacher classrooms. These were provided to work in conjunction with the accelscanners that were purchased for the Accelerated Math program.

Labs are available in every school building. The high school and middle school buildings have a number of dedicated labs. As of the 2005-2006 school year, a new AutoCAD lab has been installed in the middle school. The high school labs include the following: a new state of the art CAD lab, math lab, and a business lab. At the high school the Desktop Publishing and Yearbook classes opted to go with laptop carts to provide mobility for the student users.

Workstations and Printers: The district has approximately 2,605 workstations district-wide representing a mix of platforms and both laptops and workstations. Currently, we have a combination of Macintosh and Windows machines. These machines range from iMacs and iBooks to HP/Compaq. The operating systems include the following: OS 9.2.2 and OS 10 Jaguar, Windows 98, NT, 2000 and XP pro.

Staff and students are exposed to both types of machines. We also have wireless cart systems (both PC and Macintosh) available at the high school. All middle school and elementary level buildings use PC only laptop carts.

The district continues to move toward a TCO (total cost of ownership) approach. The only exception to the Windows environment will be the Desktop Publishing, Yearbook and Newspaper classes that will continue to use Macintosh computers.

Video/Audio: All classrooms at Cheney Academy and Willow Run Middle School contain a projection system and interactive whiteboard connected to either a teacher laptop or workstation. All of the school buildings except Kettering have a minimum of one interactive whiteboard and data projection system in place for teacher use. A needs assessment will be done with each building to determine feasibility of adding more interactive whiteboards and ceiling mounted projectors. All Elementary and Middle School classrooms are equipped with an audio enhancement system.

IP Security Camera System: The district is in the process of installing an IP camera surveillance system for all school buildings. This application creates digitized video streams that are transferred via an IP network, enabling monitoring and video recording. Network cameras are connected directly to our IP based network, enabling users to have cameras at remote locations to view, store and analyze live video at another location, or multiple locations, over the network/internet. This solution when completed will enable our district to provide security and remote monitoring of school playground areas, corridors, halls, and classrooms, as well as outside areas that include parking lots.

HARDWARE—Peripherals

Portable Smart boards, installed interactive whiteboard, ceiling mounted video projectors, multi-media carts with laptops and projects, digital cameras, scanners, camcorders, networked printers and direct-connect printers are available in every building.

During the summer of 2006, we will install additional interactive whiteboards and ceiling mounted projectors throughout the elementary schools and the high school. The funding for this will be provided by the remaining bond funds and grants.

The Flyer Production Television studio recently updated their equipment using Technology Bond Issue Funds. Professional level cameras and editing equipment are used daily by the students who take the TV production class. The studio recently moved to the auditorium to take advantage of the stage and new lighting equipment. A contracted vendor will provide fiber connectivity to the new studio.

TECHNOLOGY DEPARTMENT STAFF

The Department of Technology/Community Services consists of the following positions:

- Director of Technology/Community Services
- Systems Specialist
- Facilitator of Technology/Community Services
- Administrative Assistant for Technology and Community Services

Each building also has at least one Technical Assistant who will assist teachers with using the technology in their building.

A new online HelpDesk was installed in October 2005 to provide each end user access to report technology problems. The HelpDesk provides immediate feedback and updates to the end user via email.

We contract with a professional service for computer repairs on workstations and printers. The technician is scheduled to be in the district once a week. The administrative assistant coordinates the work assignments for the repair technician.

A contracted vendor maintains our network. The district will continue to contract for these services for the 2006-07 school year. The System Specialist will attend training over the next two years to improve his network administration skills and eventually become the full time network administrator.

SOFTWARE—District-Wide

The Business Services and Human Resources offices use E-Term Schools Open LLC. We have purchased a district license for all administrators and secretaries. This gives them access to their budgets and employee information.

The district has licenses for Microsoft Office 98, Microsoft Office 2003 and Microsoft Office XP Pro for use in lab settings and on various staff workstations. The Macintosh iMacs are licensed for Apple Works.

Renaissance Place (RP) is a web-based K-12 software program that focuses on reading comprehension using Accelerated Reader and mathematics using Accelerated Math, with an annual licensing fee. The licensing fee allows the district to maintain a database containing 2000

plus users and technology support throughout the year. RP is designed to be a supplementary program aligning the objectives with state benchmarks. RP allows students to work at their instructional level, reinforcing concepts taught in the classroom. RP also includes Star Reading and Star Math software, which allows the district to do annual testing, therefore monitoring student progress.

Sagebrush Accent is a fully integrated K-12 centralized automation system, which helps to manage and share library resources for the entire school district. The Accent Program is housed on one of the file servers so materials, patrons, library policies, and circulation data is stored in one place; thus, district-wide sharing and interlibrary loan are possible. With the catalog being web-based, searching can be easily done inside and outside the library, as well as at home. Accelerated Reader books can be easily found by their level and when students are doing research, they can aggregate relevant resources into a single list that they can print out. Cataloging of books is done through an automated process.

The district pays an annual subscription to use video streaming through the Discovery Channel website at <http://www.unitedstreaming.com>. This program is used in classrooms that have audio/video capabilities. Students with Internet service at home can also access the program.

The Freedom to Learn initiative has provided WRMS with software such as Discourse, Assessment Connection, and Connected Tech. to enhance classroom interaction and instruction.

An online subscription for Grolier Encyclopedia is available for staff use district wide. Selected special education staff use boardmaker software.

The district uses Schools Administrative Student Information Software (SASIXp) district-wide. Michigan Aggregated Reporting System (MARS) is the software used to submit the student count to the Intermediate School District. We are currently licensed for Norton Anti-Virus Corporate Edition to protect workstations that are on the network.

The following operating systems are in use: Macintosh OS 9.1 to 9.2.2; Macintosh OS X/Jaguar; Windows XP Professional; Windows NT; Windows 2000 and Windows 98.

A Novell school license agreement is renewed each school year with Novell for NetWare. The current version is NetWare 6.5. This license includes the following products: Open Enterprise Server, ZENworks Desktop Management, GroupWise Bundle e-license and BorderManager.

TELECOMMUNICATIONS

Voice: A new telephone system, Cisco Voice over IP (VoIP) solution, is now in place district-wide. All classrooms are equipped with a Cisco IP telephone. In every building, we have provided a dedicated line for a regular analog telephone service for emergency situations. Also, all school buildings have a Nextel/Sprint cell phone with two-way capability to provide direct communication in case they have to evacuate a building.

E-Mail

The district is using GroupWise 6.0 for email. Each staff member has his or her own email account. Staff members have web mail access to their GroupWise account. Washtenaw Intermediate School District provides email spam filtering using Barracuda software.

Digital Cellular Direct Connect Instruments

Cellular phones are in use by the following departments: Transportation Services, Maintenance and Operations Department, Child Care Program and Technology Services. All Central Office administrators have a cellular phone. All school buildings have been provided with a cellular telephone to be used in case of a building emergency. All building cellular telephones were upgraded in February 2006.

OTHER TECHNOLOGY SERVICES PROVIDED

Base images are built for elementary, middle school and high school workstations. This is done to accommodate the various curriculum software purchases. Grant money is quite often used to provide a variety of software to buildings based on Adequate Yearly Progress. Each summer the goal is to reimage and clean computer workstations prior to the start of the new school year.

Databases/spreadsheets are maintained by Technology Services on the following: hardware, telephone system, contracted services time/work, software issues, helpdesk repair/request, and static IP devices.

On-going Technology Services at Willow Run Community Schools include:

- Training staff on how to utilize technology for daily work
- Updating the Technology Resource Manual
- Design and maintain district web-site
- Assist buildings when ordering any technology equipment
- Assist with technology grant implementation
- Maintain New Network Administrative side: Netware/NDS accounts, access rights, GroupWise accounts, BorderManager blocking web sites, ZenWorks with imaging, Guinevere, Norton Anti-Virus Corporate Edition, Veritas for backups, Rconsole for checking on servers, and RedHat for Schools Open server.

Increase Access - Section 12

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

Every building in the district is equipped with one or more computer labs. These labs are utilized during the day for classroom use and in the evening for after school programs. Summer school for secondary students and literacy programs for elementary students offer additional computer use for high need students. Additionally, every elementary and middle school classroom is equipped with an Audio Enhancement sound system.

Laptop carts are available in every school building. This provides a great deal more flexibility than the standard computer lab.

Special Education grants and the district general fund and technology bond will provide the necessary technology for students to achieve. Students with special needs are accommodated when identified. The district Assistive Technology Teacher and the Special Education Director contacts and coordinates with the Technology Director any special technology needs for students. The Washtenaw Intermediate School District is always available to consult with in determining which devices may best fit the need of a particular student.

The district will continue to provide wheel chair accessible computer labs, necessary equipment specific to the hearing impaired students housed in our buildings, and any other appropriate equipment needed for special needs students to achieve and access learning opportunities.

Budget and Timetable - Section 13

Timeline and budget covering the acquisition, implementation, interoperability provisions, maintenance and professional development related to the use of technology to improve student academic achievement.

General fund operating monies and two technology bond issues have paid for the infrastructure and technology equipment in the district. Because of this sizable investment the district has made, efforts in the future will be focused on maintaining current capabilities, as well as modest upgrades and replacement initiatives when possible depending on the funds available. The district has a sizable investment in K-12 instructional computer technology since the first installed network and computer purchases made possible by the 1991 technology bond issue.

Educational Technology Plan Budget

LINE ITEMS	YEAR 1 2006-07	YEAR 2 2007-08	YEAR 3 2008-09
Funding Sources:			
General Funding	384,802	402,127	403,102
Grant Funding	34,000	36,000	37,500
E-rate Funding	78,000	79,500	80,000
*Total Funding Sources:	496,502	517,627	520,602
Expenditures:			
Communication-phone/fax	78,000	79,500	80,000
Computer Supplies	6,000	6,000	6,000
Contracted Services	81,000	81,000	81,000
Copy Paper	5,000	5,000	5,000
Hardware Upgrades	0	6,500	10,500
Internet	WISD	WISD	WISD
Library Media Materials	5,000	5,000	5,000
Maintenance Contracts	33,400	33,500	34,650
Repair Equip. /Maint.	6,600	6,600	6,600
School Office Supplies	500	500	550
Software	18,000	18,000	18,000
Subscriptions	2,500	2,500	2,500
Technology Staffing	260,502	273,527	270,802
*Total Expenditures:	496,502	517,627	520,602

Coordination of Resources - Section 14

Strategies that will be employed to coordinate state and local resources to implement activities and acquisitions prescribed in the technology plan.

The administration and Board of Education are committed to maintaining current capabilities as well as to upgrading capabilities to the extent possible.

The district has a sizable investment in K-12 instructional computer technology since the first installed network and computer purchases made possible by the 1991 technology bond issue. General fund operating monies and two technology bond issues have paid for the infrastructure and technology equipment in the district. Because of this sizable investment the district has made, efforts in the future will be focused on maintaining current capabilities, as well as modest upgrades and replacement initiatives when possible depending on the funds available.

The district will continue to monitor and seek alternate sources of funding in order to enhance the technology plan. The district technology committee will meet on a regular basis in order to plan, implement, assess, modify and audit the use of technology throughout the school district with the main goal of improving student achievement.

Willow Run Community Schools has applied for and will continue applying for Universal Service discounts under the universal service support mechanism, E-rate, which is a federal program created to provide discount reimbursements and assist most schools and libraries with obtaining affordable technologies, including telecommunications and internet access.

The district will continue to seek out federal and state grants that will help in implementing our long-range technology plan. Any grant funds received will be disbursed according to the goals and objectives outlined in our technology plan. Accordingly, our plan will evolve as new technologies arise. To avoid duplication of funds, we will consistently update our technology plan to reflect technologies that have been acquired.

Evaluation - Section 15

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

The Willow Run Community Schools technology plan includes an extensive process that enables the district to monitor progress toward the specified goals and make adjustments in response to new developments, technologies, and opportunities as they arise. The technology standards and benchmarks are aligned with those of the state of Michigan and the four pillars of the national technology plan. Benchmarks have been identified as expectations for each year of the plan in each of the specified goals.

The staff will complete a survey each year regarding the effective use of technology in the district. The questions included in this survey will relate directly to the four pillars of the national technology plan (availability and reliability of hardware, access to the internet, and appropriate professional development activities related to technology curriculum integration).

The survey topics will include, but not be limited to the following:

- Reliability of infrastructure
- Reliability of hardware/software
- Appropriateness of available software
- Suggestions for needed hardware
- Suggestions for needed software
- Frequency of technology use
- Types of technology employed in classroom activities
- The assurance that **all** students have opportunities to employ technology in the learning process
- Skills learned through the year
- Professional development requests/suggestions

The data gathered from the survey will be used to evaluate district progress, adjust the technology plan where indicated, and assist with establishing a plan to meet the teaching/learning needs for subsequent years.

Evaluation of the goals related to the Michigan Technology Content Standards include, but are not limited to:

- Classroom observations
- Lesson plans
- Student assessment
- Student demonstrations and exhibitions
- Staff survey results
- Student survey results

These strategies will be used to determine the effectiveness of the use of technology as an instructional tool in curricular integration as it relates to student achievement.

Our accountability measures include staff and student surveys, classroom observations, monitoring of lesson plans, ongoing student assessment, and student projects. The measures are designed to assess the effectiveness of the technology infrastructure in meeting teaching/learning needs as well as the integration of technology into the curriculum. Particular emphasis is placed on making technology available to all staff and students.

The long range district technology plan will be reviewed twice a year, once each semester, with the technology planning committee and an update will then be presented to the Board of Education Technology Subcommittee. Progress toward meeting district technology goals will be monitored for attainment and continued appropriateness and necessary revisions put in place. These revisions will be posted on the Willow Run Community Schools web site and a written report will be distributed to each school and to each member of the Educational Technology/Curriculum Committee.

Acceptable Use Policy - Section 16

Willow Run Community Schools Technology Use Agreement

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

STUDENTS MUST COMPLETE THE FOLLOWING:

First _____ Middle In. _____ Last _____

Building _____ Today's Date _____

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

USER SIGNATURE: _____

GRADE: _____ ANTICIPATED YEAR OF GRADUATION: _____

PARENT OR GUARDIAN:

(Must be signed if applicant is under 18 years of age).

As parent/legal guardian of the student signing above, I have discussed the terms of this request with my child, and hereby request that my child be allowed access to the District network in accordance with these terms. I understand that this access is designed for educational purposes. I also recognize it is impossible for Willow Run Community Schools to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I consent to the unrestricted release of any of my child's work, materials, and/or records, which my child voluntarily or accidentally places in public-access storage areas on the District network/Internet.

I hereby give permission for my child to access school technology and certify that the information contained on this form is correct.

Parent/guardian: I hereby Give Expressly withhold (**Check one**) permission for my child's photo, or any personal or directory information to be published on the District Web pages or the Internet.

Parent/guardian: I Do Do Not (**Check one**) give permission for my child's photo and name to be published on District Web pages or on the Internet as part of a "team" or other large group photo.

PARENT / GUARDIAN'S NAME (Please Print): _____

SIGNATURE: _____ DATE: _____

DISTRICT AUTHORIZATION: _____

Account Name: _____ Password: _____

The District provides access to our computer network to students and staff to promote and enhance learning through communication, innovation, and sharing of resources. Access to the network is a privilege, not a right, and the District may restrict, suspend, or terminate any staff or student user's account with or without cause at any time. In requesting an account for access to the network, the user agrees to the following terms and conditions. Failure to abide by these terms and conditions, or any of the District's rules and regulations for computer network use, may result in the loss of privileges, disciplinary action, and/or legal action.

1. Use of the network must be for the purpose of education and research consistent with the goals of the District.
2. All use of the network must be in accordance with the District's rules on acceptable use of network resources, as updated from time to time by the District.
3. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers, including but not limited to the loss of data, delays, non-deliveries, or service interruptions caused by its negligence or the user's errors or omissions.
4. The network provides access to third-party data and information over which the District has no control. Though the District may make efforts to block inappropriate material, users may be exposed to defamatory, inaccurate, or otherwise offensive material. Use of the network or any information obtained via the network is at the user's own risk. The District specifically denies any responsibility for the accuracy or content of information obtained through its services.
5. The user is solely responsible for all charges and fees, including outside telephone, printing, and merchandise purchases made through the network. The District is not a party to such transactions and shall not be liable for any costs or damages, whether direct or indirect, arising out of network transactions by the user.
6. The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney's fees, incurred by the District relating to or arising out of any breach of the terms of this request for network access.
7. The user acknowledges that the District's computer network belongs solely to the District and that any files, records, electronic mail or other communication may be examined, edited, or deleted by the District at any time, in accordance with District policy or regulations. In general, electronic mail personal accounts will not be inspected without the consent of the sender or recipient, except as necessary to investigate a complaint.
8. The user is responsible for regular and prompt payment of any fees charged by the District for network use.

Users may not:

- Use the District equipment for anything contrary to law, or to solicit others to break any law.
- Illegally copy, send, or distribute any copyrighted software, work, or other material.
- Send, publish, download, access, or retrieve any communication or material, which may be defamatory, abusive, obscene, profane, sexually explicit, threatening, racially or ethnically offensive, harassing, or illegal, or anything, which violates or infringes on the rights of any person.
- Use the network for any commercial purpose or financial gain.
- Use the network for any advertisement or solicitation without approval from the Director of Technology.
- Access, attempt to access, modify, or delete any record or file without permission or authorization.
- Make any attempt to harm or destroy the data of any other user or any system on the network, including creating or sending computer viruses, Trojan horses, or similar computer code.
- Use electronic mail to send unsolicited, bulk, chain, harassing, anonymous, or other messages which are commonly considered an annoyance to recipients or degrade system performance.
- Use vulgarity, obscenity, or swearing in messages or electronic postings, or send e-mail/message "flames" or other attacks.
- Attempt to access material or sites which are blocked by the District, or attempt to use the network while access privileges are suspended.

STAFF REQUEST FOR COMPUTER NETWORK ACCESS

This form must be signed and returned to the Technology Department before access to district technology is granted.

The District provides access to our computer network to students and staff to promote and enhance learning through communication, innovation, and sharing of resources. Access to the network is a privilege, not a right, and the District may restrict, suspend, or terminate any staff or student user's account with or without cause at any time. In requesting an account for access to the network, the user agrees to the following terms and conditions. Failure to abide by these terms and conditions, or any of the District's rules and regulations for computer network use, may result in the loss of privileges, disciplinary action, and/or legal action.

9. Use of the network must be for the purpose of education and research consistent with the goals of the District.
10. All use of the network must be in accordance with the District's rules on acceptable use of network resources, as updated from time to time by the District.
11. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers, including but not limited to the loss of data, delays, non-deliveries, or service interruptions caused by its negligence or the user's errors or omissions.
12. The network provides access to third-party data and information over which the District has no control. Though the District may make efforts to block inappropriate material, users may be exposed to defamatory, inaccurate, or otherwise offensive material. Use of the network or any information obtained via the network is at the user's own risk. The District specifically denies any responsibility for the accuracy or content of information obtained through its services.
13. The user is solely responsible for all charges and fees, including outside telephone, printing, and merchandise purchases made through the network. The District is not a party to such transactions and shall not be liable for any costs or damages, whether direct or indirect, arising out of network transactions by the user.
14. The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney's fees, incurred by the District relating to or arising out of any breach of the terms of this request for network access.
15. The user acknowledges that the District's computer network belongs solely to the District and that any files, records, electronic mail or other communication may be examined, edited, or deleted by the District at any time, in accordance with District policy or regulations. In general, electronic mail personal accounts will not be inspected without the consent of the sender or recipient, except as necessary to investigate a complaint.
16. The user is responsible for regular and prompt payment of any fees charged by the District for network use.

Users may not:

- Use the District equipment for anything contrary to law, or to solicit others to break any law.
- Illegally copy, send, or distribute any copyrighted software, work, or other material.
- Send, publish, download, access, or retrieve any communication or material, which may be defamatory, abusive, obscene, profane, sexually explicit, threatening, racially or ethnically offensive, harassing, or illegal, or anything, which violates or infringes on the rights of any person.
- Use the network for any commercial purpose or financial gain.
- Use the network for any advertisement or solicitation without approval from the Director of Technology.
- Access, attempt to access, modify, or delete any record or file without permission or authorization.
- Make any attempt to harm or destroy the data of any other user or any system on the network, including creating or sending computer viruses, Trojan horses, or similar computer code.
- Use electronic mail to send unsolicited, bulk, chain, harassing, anonymous, or other messages which are commonly considered an annoyance to recipients or degrade system performance.
- Use vulgarity, obscenity, or swearing in messages or electronic postings, or send e-mail/message "flames" or other attacks.
- Attempt to access material or sites which are blocked by the District, or attempt to use the network while access privileges are suspended

I understand and agree to abide by the terms of this request for network access, and the District rules for acceptable use of network resources. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken. In consideration for using the District's network connection and having access to public networks, I hereby release the school District and its

Board members, employees, and agents from any claims and damages arising from my use, or inability to use, the network.

SIGNATURE of Employee: _____ Date: _____

Employee Name **PRINTED**: _____