

Michigan Department of Education Educational Technology Plan Approval Checklist

for
Local School Districts, ISDs, Public School Academies, and Non-Public Schools

Applicant	Legal Name of Applicant Forest Hills Public Schools		District Code / School Code 41110		
	Address 6590 Cascade Road SE				
	City Grand Rapids		Zip Code 49546	County Kent	
	Telephone (616) 493-8800			Fax (616) 493-8560	
	Superintendent / PSA Director / Private School Official Dr. J. Michael Washburn		Intermediate School District Kent		
	Technology Plan Start Date July 1, 2006		Technology Plan End Date June 30, 2009		

Technology Plan Contact	Name of Technology Plan Contact Dr. Kevin P. Barrons		Official Title Director of Technology		
	Address 6590 Cascade Rd SE				
	City Grand Rapids		Zip Code 49546		
	Telephone (616) 493-8809	Fax (616) 493-8509	Email Address kbarrons@fhps.k12.mi.us		

Check if the same as the Contact <input checked="" type="checkbox"/> Technology Director	Name of Technology Director		Official Title		
	Address				
	City		Zip Code		
	Telephone	Fax	Email Address		

URL of the District Educational Technology Plan:
<http://www.fhps.k12.mi.us/documents/TechPlan2006-2009.pdf>

Required Element: Cover Page – SECTION 1

Note: A cover page is necessary for identification and logistical purposes.

Page(s)	ISD	MDE	Required Components
1 <u>11</u>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The cover page includes each of the following basic identification items:</p> <ul style="list-style-type: none"> • District/school name, address, phone number, and district/school code number; • Start date of plan (month, year); • End date of plan (month, year); • Contact person for plan including phone number, fax number, and e-mail address; • Intermediate School District name; • The URL for the location of the technology plan on the web is indicated.
2 <u>11</u>	<input type="checkbox"/>	<input type="checkbox"/>	
3 <u>11</u>	<input type="checkbox"/>	<input type="checkbox"/>	
4 <u>11</u>	<input type="checkbox"/>	<input type="checkbox"/>	
5 <u>11</u>	<input type="checkbox"/>	<input type="checkbox"/>	
6 <u>11</u>	<input type="checkbox"/>	<input type="checkbox"/>	

Cover Page determined complete? Yes No (ALL required components MUST be included.)

Required Element: Introductory Material – SECTION 2

Note: An introductory section is needed to provide reviewers and other readers with background information and plan context.

Page(s)	ISD	MDE	Required Components
7 <u>13</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Mission: The introductory section includes the district/school mission statement (from the school improvement plan). • Introduction: The introductory section includes a short description of district/school background and demographics including size, number and level of buildings, number of teachers and students, socioeconomic status, etc.
8 <u>13-14</u>	<input type="checkbox"/>	<input type="checkbox"/>	

Introductory Material determined complete? Yes No (ALL required components MUST be included.)

Required Element: Vision and Goals – SECTION 3

Note: List broad general district goals in this section. A vision and goals section is required to provide clarity for the overall direction of the technology program. Detailed goals may appear as part of other required sections.

Page(s)	ISD	MDE	Required Components
9 <u>15</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Vision: A broad vision is articulated for the district/school technology program. • Goals: Broad, general district goals are established that reflect expectations of how technology will be utilized within the district. These might include: <ul style="list-style-type: none"> ○ The district’s intent to highly integrate technology into teaching and learning; ○ The relationship of the goals to the long-term vision and the district mission; ○ Realistic strategies on how technology will be used to improve student learning and achievement; ○ A description on how the goals address the objectives of the school improvement plan/strategic plan.
10 <u>15</u>	<input type="checkbox"/>	<input type="checkbox"/>	

Vision and Goals determined complete? Yes No (ALL required components MUST be included.)

I. CURRICULUM

Required Element: A. Curriculum Integration – SECTION 4

Goals and strategies, aligned with challenging state and national standards, for using telecommunications and technology to improve teaching and learning. (Links to various state and national standards web sites can be found at <http://techplan.org>.)

**Required by No Child Left Behind (NCLB) Legislation and the FCC E-rate program.

Page(s)	ISD	MDE	Required Components
11 <u>16</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Specific goals are aligned with state or national standards for using advanced technology to improve student academic achievement. (These goals should be “concrete and measurable.”) • Strategies describe how technology will be used to improve the academic achievement, including technology literacy of all students. • A description is provided on how the district will identify and promote curricula and teaching strategies that integrate technology effectively into curricula and instruction. (Could include specific promotions and targeted audiences.)
12 <u>16</u>	<input type="checkbox"/>	<input type="checkbox"/>	
13 <u>16</u>	<input type="checkbox"/>	<input type="checkbox"/>	

Element I. A. determined complete? Yes No (ALL required components MUST be included.)

I. CURRICULUM

Required Element: B. 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.

**Required by NCLB Legislation.

Page(s)	ISD	MDE	Required Components
14_17	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> A description on how technology (including software and electronically delivered learning materials) will be integrated into curricula and instruction. The information described here could include: <ul style="list-style-type: none"> Specific examples from within content areas and/or grade levels; OR, if desired, the full-curriculum describing the technology integration within the curriculum (OPTIONAL).
15_16	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> A timeline for the technology integration into curricula and instruction is included. <p><i>*Note: A timeline may be directly described in this section or grouped in the timetable section (IV.J) below but must be included.</i></p>

Element I. B. determined complete? Yes No (ALL required components MUST be included.)

I. CURRICULUM

Required Element: C. Technology Delivery – SECTION 6

Strategies for the delivery of specialized or rigorous courses and curricula through the use of technology, including distance-learning technologies. **Required by NCLB Legislation.

Page(s)	ISD	MDE	Required Components
16_18	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Internet, interactive video, online courses, and/or other appropriate technologies for distance learning are presented in terms of how these technologies are currently being used to access “distant resources” OR might be used in the future to enhance instruction and increase student achievement.

Element I. C. determined complete? Yes No (ALL required components MUST be included.)

I. CURRICULUM

Required Element: D. 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.

**Required by NCLB Legislation.

Page(s)	ISD	MDE	Required Components
17 <u>18</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • A description is included on how the educational technology plan will be disseminated to the community. • Additional means of how technology will be used effectively in communicating with parents and promoting parent involvement are identified. These might include web sites, printed materials, and teacher meetings. • Some parents and other community members are represented with involvement, contribution to the planning stages, the implementation, and the ongoing assessment of the technology plan.
18 <u>18-19</u>	<input type="checkbox"/>	<input type="checkbox"/>	
19 <u>19</u>	<input type="checkbox"/>	<input type="checkbox"/>	

Element I. D. determined complete? Yes No (ALL required components MUST be included.)

I. CURRICULUM

Required Element: E. Collaboration – SECTION 8

Strategies for developing the program, where applicable, with adult literacy providers. **Required by NCLB Legislation.

Page(s)	ISD	MDE	Required Components
20 <u>19</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • A description of how the technology program will be developed in collaboration with adult literacy service providers (i.e., Adult Ed, GED certification programs, ESL) is included. This description should reference “existing” and/or “proposed” collaborations. <ul style="list-style-type: none"> ○ Proposed (future) collaborations should be accompanied by a timeline. ○ If <i>Not Applicable</i>, include a brief statement explaining the rationale of why it is not applicable for the district, then enter N/A in the page number area.

Element I. E. determined complete? Yes No (ALL required components MUST be included.)

II. PROFESSIONAL DEVELOPMENT

Required Element: F. Professional Development – SECTION 9

Strategies for providing ongoing, sustained professional development for teachers, principals, administrators, and school library media personnel to ensure that staff know how to use the new technologies to improve education or library services. (Links to various state and national standards web sites can be found at <http://techplan.org>.)

**Required by NCLB Legislation and the FCC E-rate program.

Page(s)	ISD	MDE	Required Components
21 <u>19-21</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Professional development strategies are in place to ensure that ALL staff and administrators are made aware of how to use available technologies to improve student learning. • An indication is provided that the professional development offerings should set the groundwork for integration rather than a narrow focus on skill development. • A timeline for the implementation of various types of professional development training is included. • Awareness is indicated of state and national standards addressing technology competencies for teachers, administrators, and other relevant educators.
22 <u>19-21</u>	<input type="checkbox"/>	<input type="checkbox"/>	
23 <u>19-21</u>	<input type="checkbox"/>	<input type="checkbox"/>	
24 <u>19-21</u>	<input type="checkbox"/>	<input type="checkbox"/>	

Element II. F. determined complete? Yes No (ALL required components MUST be included.)

II. PROFESSIONAL DEVELOPMENT

Required Element: G. 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.

**Required by NCLB Legislation and the FCC E-rate program.

Page(s)	ISD	MDE	Required Components
25 <u>22</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • The plan describes a variety of resources that are utilized to support the entire technology program. Examples: <ul style="list-style-type: none"> ○ District policies; ○ Manuals and printed material; ○ Video lending library or access to REMC materials; ○ Informational school web site; ○ Instructional/Training software; ○ Online subscription services; ○ ISD, RESA, REMC support; ○ Higher education involvement/support; ○ Other resources.

Element II. G. determined complete? Yes No (ALL required components MUST be included.)

III. INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT, AND SOFTWARE

Required Element: H. Infrastructure Needs/Technical Specification, and Design – 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.

Note: For districts or schools receiving Universal Service Funds (E-rate), this is a **critical requirement that may be requested by the SLD in the event of an audit.** Be sure that your plan adequately describes any equipment you have requested through USF, as well as the district hardware, which will be supported by this infrastructure. This section does not require highly detailed technical specifications, but basic descriptions and overall justifications should be included.

**Required by NCLB Legislation and the FCC E-rate program.

Page(s)	ISD	MDE	Required Components
26 <u>22-25</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> A description of the current status of hardware, software, network infrastructure, telecommunications, and other technology services in the district is provided.
27 <u>22-27</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> The plan includes a description of the hardware, software, network infrastructure, telecommunications, and other services that will need to be acquired to improve instruction and student learning.
28 <u>23 - 29</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Basic strategies for ensuring the interoperability of equipment are provided. (Plans for continuous upgrading and a timeline for technology acquisitions should be included.)
29 <u>26</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> The plan includes a description of the technical support that is available within the district.

Element III. H. determined complete? Yes No (ALL required components MUST be included.)

III. INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE

Required Element: I. Increase Access – SECTION 12

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

**Required by NCLB Legislation.

Page(s)	ISD	MDE	Required Components
30 <u>28</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> The plan addresses the steps that will be taken to ensure all students and teachers have increased access to technology (examples of issues to be addressed might include assistance to students in high-poverty and high-need schools or to students needing assistive technologies).

Element III. I. determined complete? Yes No (ALL required components MUST be included.)

IV. FUNDING AND BUDGET

Required Element: J. 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.

Note: Timelines may either be found in one area of the plan, or may be embedded in the various sections of the technology plan.

**Required by NCLB Legislation and the FCC E-rate program.

Page(s)	ISD	MDE	Required Components
31 <u>29-30</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Budgets are detailed annually (2003-04, 2004-05, 2005-06) for each year covered by the plan. Items budgeted for might include: <ul style="list-style-type: none"> ▪ Salaries and benefits; ▪ Hardware and networking costs; ▪ Maintenance and service costs; ▪ License agreements; ▪ Software and curriculum support; ▪ Professional development; ▪ Technical support; ▪ Other areas as required by the technology plan.

Element IV. J. determined complete? Yes No (ALL required components MUST be included.)

IV. FUNDING AND BUDGET

Required Element: K. 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.

**Required by NCLB Legislation.

Page(s)	ISD	MDE	Required Components
32 <u>30</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • A financial plan for long-term investment and sustainability, including coordination and leveraging through local, state, and federal programs and/or grants has been developed. (Sources of alternative funding resources are identified here.)

Element IV. K. determined complete? Yes No (ALL required components MUST be included.)

V. MONITORING AND EVALUATION

Required Element: L. 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.

**Required by NCLB Legislation and the FCC E-rate program.

Page(s)	ISD	MDE	Required Components
33 <u>31</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> A general description of the process by which the evaluation will be conducted is included.
34 <u>30 - 32</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> The evaluation section indicates what measures will be used and how success will be determined. <p>The plan indicates the following:</p>
35 <u>31</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Frequency of evaluations;
36 <u>31</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Persons responsible for evaluations;
37 <u>31</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Strategies describing how unmet goals will be addressed.

Element V. L. determined complete? Yes No (ALL required components MUST be included.)

V. MONITORING AND EVALUATION

Required Element: M. Acceptable Use Policy – SECTION 16

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

**Required by NCLB Legislation and the FCC E-rate program.

Page(s)	ISD	MDE	Required Components
38 <u>33-36</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> An Acceptable Use of Technology Policy (AUP) for the district is included.
39 <u>33</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> The Acceptable Use Policy recognizes existing federal requirements for privacy and Internet safety (i.e., The Children’s Internet Protection Act [CIPA]). A short description of district “filtering” efforts is included.

Element V. M. determined complete? Yes No (ALL required components MUST be included.)

<p>ISD REVIEWER COMMENTS</p>

<p>MDE REVIEWER COMMENTS</p>

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Review and Approval Information

District Authorized Official	
District:	<u>Forest Hills Public Schools</u>
Name:	<u>Dr. Kevin P. Barrons</u>
Title:	<u>Director of Technology</u>
Signature of Authorized Official:	_____
Date Application Submitted:	<u>April 21, 2006</u>

ISD Reviewer	
Name:	_____
ISD Reviewer Signature:	_____
ISD:	_____
Email Address:	_____
Phone Number:	_____
Date ISD Review Completed:	_____

MDE Reviewer	
Name:	_____
Reviewer Signature:	_____
Email Address:	_____
Phone Number:	_____
Date MDE Review Completed:	_____

MDE Authorized Official	
Name:	_____
MDE Authorized Signature:	_____
Date Approved by MDE:	_____

Technology Plan

Forest Hills Public Schools

6590 Cascade Rd SE
Grand Rapids, MI 49546
(616) 493-8800
41110

July 1, 2006 – June 30, 2009

Dr. Kevin P. Barrons
Technology Director
(616)493-8809 (Office)
(616)493-8509 (Fax)
kbarrons@fhps.k12.mi.us

Kent Intermediate School District

Plan URL

<http://www.fhps.k12.mi.us/documents/TechPlan2006-2009.pdf>

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SECTION 2 – INTRODUCTORY MATERIAL

District Vision and Mission

Forest Hills Public Schools gratefully acknowledges the same community values that founded our district are at its very heart today. These values are reflected in the extraordinary levels of community involvement and support for our schools. There is an awareness of technological advances at an accelerating pace of change. Our future success depends upon our ability to preserve our founding values with continued technological endeavors.

Vision

Forest Hills Public Schools ... all learners achieving individual potential.

Mission

In partnership with our community, Forest Hills Public Schools will provide all learners with opportunities to acquire the knowledge, skills, and experiences necessary to build meaningful and productive lives.

Introduction and Background

Forest Hills Public Schools is a suburban school district, covering 67 square miles southeast of Grand Rapids, Michigan. The Forest Hills community includes part/all of four townships and two cities. While everyone says they live in Forest Hills, only the school district bears that name. As a result of these strong ties to our schools, the community has supported education through voter approval of every ballot question since 1984.

Background

Forest Hills Public Schools has actively planned improvement in teaching and learning by providing appropriate technological tools to students and staff since the early 1980s. Community members, teachers, administrators, and students have always been part of the technology planning and integration process. Goals include updating a district technology plan that focuses on refining K-12 computer literacy curriculum and the integration of technology and support across the curricula. The Forest Hills community has supported numerous bond issue proposals to provide our technology infrastructure including video, voice and data networks throughout all buildings/classrooms in the district. The Technology Committee continues to review and revise the district technology plan. Ongoing efforts of the Technology Committee include information from annual surveys of our graduates, one year and five years out of high school, indicating student's preparedness to handle the technology they experience in college or the world of work.

In August of 2005, Forest Hills Public Schools opened its doors to 9,837 students. This enrollment was our highest ever and represents continuous annual growth of 200 plus students.

School Buildings and Enrollment

Name	Address	Students	Teachers
Elementary Schools			
Ada Elementary	731 Ada Drive SE, Ada, MI 49301	528	30
Ada Vista Elementary	7192 Bradfield SE, Ada, MI 49301	446	20
Collins Elementary	4368 Heather Lane SE, Grand Rapids, MI 49546	453	27
Knapp Forest Elementary	4243 Knapp Valley Dr. NE, Grand Rapids, MI 49525	710	41
Meadow Brook Elementary	1450 Forest Hill SE, Grand Rapids, MI 49546	561	34
Orchard View Elementary	2770 Leffingwell NE, Grand Rapids, MI 49525	556	32
Pine Ridge Elementary	3250 Redford SE, Grand Rapids, MI 49546	528	28
Thornapple Elementary	6932 Bridgewater SE, Grand Rapids, MI 49546	385	24
5/6 Schools			
Central Woodlands 5/6	400 Alta Dale SE, Ada, MI 49301	534	39
Goodwillie Environmental 5/6	8400 Two Mile Road NE, Ada, MI 49301	95	4
Northern Trails 5/6	3777 Leonard NE, Grand Rapids, MI 49525	403	25
Middle Schools			
Central Middle	5810 Ada Drive SE, Ada, MI 49301	683	43
Eastern Middle	2200 Pettis NE, Ada, MI 49301	478	31
Northern Hills Middle	3775 Leonard NE, Grand Rapids, MI 49525	417	31
High Schools			
Central High School	5901 Hall Street SE, Grand Rapids, MI 49546	1292	74
Eastern High School	2200 Pettis NE, Ada, MI 49301	759	39
Northern High School	3801 Leonard NE, Grand Rapids, MI 49525	1009	68
Other District Teachers	Itinerants and Coordinators	N/A	38

Our community is identified as an upper middle class area with 7.8% of our students qualifying for free and reduced lunch.

Section 3-Vision and Goals

Instructional Technology Vision

To allow learners to achieve individual potential, technologies should enable and enhance teaching and learning.

Major Goals of the Technology Plan

Goal I: All learners have access to technologies that involve and stimulate.

- A. Improve district student-computer ratio to 3:1
- B. Increase access/use of multimedia equipment to improve teaching and learning.
- C. Increase online classes.
- D. Provide adequate tools for students and teachers
 - Access – Quantity to classroom settings
 - Quality – Satisfaction in using the tools
 - Frequency – Chart use
 - Training – Ability to use tools
 - Performance – Did it work properly
 - Monitoring – Ongoing flexible budget to evaluate
- E. Each school building will have a room to provide a place where the community may create/present multimedia presentations.
- E. All learners are provided home access to appropriate school-based information and Internet-delivered applications.
- F. Provide technology that enables learners to become more successful by focusing on their individual styles.
- G. Promote the use of assistive technologies to narrow the gap between the mastery level of special needs students and traditional students and help special need students to become more successful as contributing members of the community.

Goal II: Ensure every student (graduate) is technologically literate.

- A. Provide appropriate “just-in-time” training to ensure information literacy for all.
- B. Learners will acquire/demonstrate knowledge using appropriate technologies.

Goal III: Technology will facilitate communication between all members of the community.

- A. Provide a “data warehouse” to assist with decision-making.
- B. Make available a useful, current and flexible web page on a server.
- C. An Intranet will be available for all learners and staff.

Technology Values/Characteristics:

- All facets of technology are reliable and stable.
- Provide proper infrastructure to support technology.
- Continue to review or expand the use of technology.
- Use research-based decision-making and evaluation.
- Create technology plans that are flexible vs. static.
- Provide adequate budget to fulfill our technology plan.

I. CURRICULUM

Section 4 - A. Curriculum Integration

Goal #1 – Update and Refine K-12 Technology Curriculum

Forest Hills Public Schools' staff utilizes our K-12 Technology Curriculum, which is correlated to the Michigan Educational Technology Standards (METS) and ISTE NETS, to integrate technology into their curriculum. A representative group of district staff meets periodically to review our K-12 Technology Curriculum and address the ever-changing needs of our students based upon current research and best practices in curriculum integration.

Goal #2 – Review and Update Technology Integration Strategies in Core Curricula

Each of our core curricula currently addresses the integration of technology to access, process and present information. As we review the content of each curriculum, we update the technology integration strategies that enhance each student's learning experience and achievement. We use data-driven best practices to identify the appropriate resources based upon grade level and subject. A representative group of staff meets to review the curriculum on a scheduled basis.

Curriculum	School Year
Math - Aligned with GLCE's	05/06
Language Arts - Aligned with GLCE's	05/06
Social Studies - Align with new GLCE's	07/08
Science - Align with new GLCE's	08/09

Strategy #1 – Students will participate in technology-integrated lessons based upon their developmental and cognitive skills level.

Strategy #2 – Students will participate in collaborative, multi-disciplinary projects that require higher level thinking skills.

Section 5 – B. Student Achievement

For each technology standard, we have developed “Focus Questions”. These questions help the teacher frame the instruction in real world concepts, connections and terminology. Developmentally appropriate, curriculum-related activities that students can do to extend and refine their knowledge of each concept are provided along with a available software resources.

I. Basic Operations and Concepts	2nd Grade
Students demonstrate a sound understanding of the nature and operation of technology systems.	Focus Question - What is technology? What are different types of technology? How does each type of technology help us? What is on a computer keyboard?
1. Students understand that people use many types of technologies in their daily lives (e.g., computers, cameras, audio/video players, phones, televisions).	Identify inventions that have helped people (cars, telephones, TV's).
2. Students identify common uses of technology found in daily life.	A computer is a machine that works with information. Discuss technologies that the student has used (VCR, CD, diskette, etc.).
3. Students recognize, name, and label the major hardware components in a computer system (e.g., computer, monitor, keyboard, mouse, and printer).	Hardware is any part of the computer that you can touch (monitor, keyboard, mouse, CPU, printer). Identify and use basic computer hardware.
4. Students identify the functions of the major hardware components in a computer system.	A computer keyboard contains letters, numbers, and other special keys. Locate and select letters and numbers on a keyboard
5. Students discuss the basic care of computer hardware and various media types (e.g., diskettes, CDs, DVDs, videotapes).	Computer equipment must be kept clean and handled carefully. Handle equipment carefully
6. Students proofread and edit their writing using appropriate resources including dictionaries and a class developed checklist both individually and as a group.	Check the spelling of your name (or any other words you enter)

In our core curriculums, we identify benchmarks including Technology. Then we align our benchmarks with the Grade Level Content Expectations determined by the state.

Section 6- C. Delivery of Technology

We provide the following technology access for students and staff:

- Internet access (6mbps) to all classrooms and buildings.
- Interactive video via United Streaming and our Video-On-Demand system (analog and digital titles including BBIC).
- Online courses including Michigan Virtual High School, Forest Hills online courses and online high school courses from colleges/universities.
- The use of MOODLE to provide teachers and students a blended learning experience.

Distance learning resources are utilized by teachers to enhance instruction with online activities, email, learning management system (Moodle), online textbooks and MEAP review.

Section 7- D. Parental Communications & Community Relations

Forest Hills Public Schools uses a variety of media to communicate with our parents and community. The district publishes Focus on Forest Hills, which is mailed to all households in the community every other month. The Superintendent's Update is also mailed to all households in the community, alternate months with Focus. Both publications communicate information about progress toward our technology plan goals. The district also publishes an annual report that summarizes our progress on goals.

The Superintendent has several advisory groups he meets with on a regular basis, including the Business Advisory Committee, the Parent Advisory Committee and the Clergy Advisory Committee. Members of the Technology Committee have made presentations to these groups to keep them informed about progress on technology goals and to seek feedback. The K-12 Instruction Council, comprised of staff representatives from each school, also dedicates time on their agenda to technology plan updates.

Each school sends home a monthly newsletter, and most K-6 classrooms send home a weekly newsletter to parents. These publications frequently share school-based news about technology enhancements and about how technology is improving teaching and learning at the classroom level.

Our district technology plan is available on our web page <http://www.fhps.k12.mi.us/documents/TechPlan2006-2009.pdf>. Parents or community members who do not have Internet access will be given printed copies upon request. An information item about accessing our district technology plan will be placed in school newsletters, Forest Hills Focus and the Superintendent newsletter. We will also inform parents via PTO meetings, curriculum nights, Open Houses and parent teacher conferences.

ListSers have been established for community members to receive up-to-date information about district and school activities.

Parents and community members are invited and encouraged to join our Community Technology Committee. We review and plan for technology use in the district including setting our mission, vision and goals.

Our district web site, www.fhps.k12.mi.us, provides access to much of the information mentioned above. Links are also available for staff, students, and community use to access media resources such as our web-based media retrieval system, our electronic magazine collection or our on-line encyclopedia resources. Staff can link to our online staff development site (Michigan LearnPort). Students and parents can also link to teacher web pages listing classroom assignments and up-to-date news. Secondary school students and parents can link to their Individualized Education Plan (IEP) through the Career Cruising, which provides extensive career and college planning information.

Section 8-E. Collaboration

We currently have technology classes available through Community Enrichment Services. Our learning center provides technology instruction for any community members. For current course selection, go to the following web site:

<http://www.enjoylearning.com/>

II. PROFESSIONAL DEVELOPMENT

Section 9-F Professional Development

Professional development for ALL STAFF in Forest Hills Public Schools is provided by a wide variety of sources. Our Center for Technology and Telecommunications (CETT) provides training in the use of our IBM I-Series on student, financial, human resource management systems, remote access and other types of technology-driven information. Direct one-on-one support training is provided via the district technology help line for hardware and software issues during the school day. Our Instruction Department provides training for building staff in Instructional Technology, curriculum integration, curriculum mapping, Michigan Literacy Progress Profile, etc.

Forest Hills Public Schools uses an online professional development system to identify and promote curriculum and teaching strategies that integrate technology effectively into instruction. The system, Michigan LearnPort, allows teachers to create an electronic portfolio of learning artifacts (lesson plans, activities, etc.) reviewed by a mentor and based upon professional development needs. As learning artifacts are determined (by peer and mentor review) to be quality artifact, they are added to a “Best Practices” portfolio for all teachers to see. These “Best Practices” are then

available for sharing with other teachers in the district. Staff members are able to access learning modules based upon their position, interest and need.

The technology-based learning opportunities for teaching staff focus on the integration of technology into the curriculum and lesson plans. We demonstrate, model and simulate learning environments to give teachers an understanding of how technology can be utilized as a tool for student learning and achievement.

Training opportunities are offered year-round before school, during the school day, after school and during the summer.

Sample of training opportunities:

Create a Web Page Using SchoolCenter web-based software, staff members will create a web page. This foundation class will include the following components: entering text, adding pictures, clipart, calendar information, documents and design features. A web page is a valuable communication tool for students, parents and the community.

Fine Tune your existing SchoolCenter Web Page This class will provide staff who have an existing SchoolCenter web page, time to revise, refine and add new features. Participants will receive assistance, as needed, to enhance/maintain a quality web site.

iSafe - Internet Safety for Students & Staff Forest Hills has adopted this curriculum to inform staff, students, parents and the community about Internet safety. This class will present an overview of the iSafe America Internet safety concepts and preview the lessons students will be engaging in during the 2005-06 school year.

United Streaming/Digital Curriculum United Streaming provides over 4,000 videos and 2,500 images for use instructionally. This session will review how staff and students can use United Streaming, both at school and at home, for multi-media rich instructional content. There are new features available on United Streaming such a Quiz Creator, Clipart Gallery and Writing Prompts that have the potential to be a powerful learning tool.

Edline Edline is a web-based service that allows teachers to upload students' grades from GradeQuick to the Internet where the student and parent can see the information. Even more, Edline provides an instructional web space that teachers can use for classroom content information (assignments, tests, projects, calendars, etc). This session will demonstrate how teachers can send their grades to Edline and use the web space instructionally. Edline is only available for teachers with students in grades 7-12.

Online Extension of your Classroom with Moodle

This is a 6-week online course with 3 face-to-face meetings at Kent ISD. In this course educators will learn how to create and manage a virtual learning environment with REMC 8 Moodle. This will be done for the purpose of creating an online extension of the face-to-face, K-12 classroom. Creation of materials, use of various communication tools and management of student dynamics will be explored. The final requirement will be to demonstrate learned skills by the design and posting of one online unit. Course will be available for 3 SB CEU's or 1 graduate credit from GVSU for an additional fee. To register for this class go to: <http://registration.kentisd.org/> Select Effective Teaching, then Curriculum. Both classes will be listed.

GradeQuick

Beginners Level: Learn the use of the FHPS electronic grade book. Participants will learn how to enter assignments, set a grading scale, weight grades and take attendance.
Intermediate/Advanced Level: Learn to use other time-saving and helpful aspects of GradeQuick such as Memos, Reports (other than progress reports), Lesson Planner, Seating Chart, etc.

DiscoveryWorks: 3rd & 4th grade Science Software

This session is for 3rd and 4th grade teachers who would like to learn more about utilizing the DiscoveryWorks software that comes with the science textbook. Collins and Meadow Brook teachers learned last year (under a Title 1 grant) how this software compliments your science curriculum and engages your students in valuable instructional lessons. These teachers have used it this past year with wonderful success. Learn how you too can use this software with your students.

Michigan LearnPort

Michigan Department of Education and Michigan Virtual University have created a new statewide online professional development portal for Michigan educators called Michigan LearnPort (MiLP). LearnPort is your opportunity to grow professionally with the support of exceptional online professional development and communications tools. In this session, participants will login to LearnPort and see what courses it has to offer including courses that would qualify for I.Plans. Forest Hills will be using LearnPort for a variety of professional development opportunities for staff including the OSHA Review activities (Bloodborne Infections & Hazardous Communications).

We follow the national standards set by ISTE (NETS for Teachers, NETS for Administrators).

Each building has at least one full-time Technology Learning Technician (TLT) specifically assigned to troubleshoot equipment problems and assist teachers while they're working with students in the computer labs. We are fortunate to have many highly qualified individuals in these positions that are true partners with teachers in helping to design integrated instructional units, which appropriately infuse technology tools. TLTs also assist building administrators in demonstrating various uses for technology resources at staff meetings and during professional development activities.

Section 10-G Supporting Resources

District Policies	Forest Hills Public Schools Bylaws and Policies, Section 3242 - PROFESSIONAL GROWTH REQUIREMENTS "How to" documentation" http://staff.fhps.k12.mi.us/techsupport
Manuals and printed materials	Tech Center Documentation (folder on Shared Drive)
Analog and Digital Video Library	District collection of videos available to all teachers
REMC Materials	Members of REMC 8 - utilize their lending services
Informational School Web site	www.fhps.k12.mi.us
Online Subscription services	Gale Group - InfoTrac United Streaming BBIC –TV State REMC Michigan Electronic Library (MEL) Edline web service SchoolCenter Instructional web service
ISD, REMC Support	BBIC (REMC 8) Assistive Technology Lending Library (Kent ISD)
Higher Education involvement/support	
Other	Michigan LearnPort

Each school in Forest Hills has at least one fully equipped computer lab, which is available before and after school for staff and student use. Each media center also has computers, scanners and printers available for use throughout the day and before and after school. Students were also allowed to sign out this equipment if it was available, although community surveys indicate a majority of our students have access to one or more computers at home. Staff and students may also sign out digital cameras and other peripheral equipment. Forest Hills also initiated several programs and incentives to assist staff interested in purchasing their own computers for home use. Since the Teacher Technology Initiative, equipment availability for staff has become less of an issue, with the exception of projection equipment.

Each school in Forest Hills has at least one Technology Learning Technician, a media assistant and/or media specialist and several technology trained teachers, along with a district Instructional Technology Coordinator and a full array of support services from the Technology Department. Administrators continually model efficient and effective use of technology, and each curriculum study committee is charged to consider best practices for integrating technology with their standards and benchmarks.

Many teachers in Forest Hills have their lesson plans, notes and project expectations on their own web page. We are also members of the Michigan Virtual High School.

The Technology Steering Committee and Technology Curriculum Committee have developed policies and a process for software selection. District standards for hardware have also been developed, consistent with our vision for student learning in age-appropriate, technology-rich schools.

III. Infrastructure, Hardware, Technical Support and Software

Section 11-H Infrastructure Needs/Technical Specification, and Design

Based on the goals set forth by the Technology Planning Committee, priorities set through K-12 Instructional Council (see Appendix A) and by technology planning teams at each school, we plan to provide the following technology enhancements to improve teaching and learning over the next five years:

Type of Technology	Current Status - Infrastructure
Wide Area Network	100/1000/2000MB Ethernet to GB-10GB Ethernet
Broadband	Broadband cabling to support video/voice distribution at the classroom level
	Video On Demand Systems in all schools
Video, Voice, Data Network	Integrate district standard for classroom connectivity through use of a standard riser with appropriate voice, video and data connections, along with sufficient electrical outlets
Remote Access	Provide staff access from home to all desktop applications via terminal client
Internet	4 x T1 lines (6mbps)
Servers	21 Data Servers 1.6TB 22 VOD Servers 1.8TB 1 United Streaming Server 1.2TB
Wireless Access	Wireless access in the following schools: 3 high schools, 1 middle school, 3 elementary schools. Wireless standard from 802.11b to 802.11g
Library Automation	Dynix (web based) automated media system
Phone System	Nortel PBX Locator ID for 911 to be implemented 5/2006
Uninterrupted Power Supply	Protection in all buildings for switches and routers.

Type of Technology	Current Status, Computers, Peripherals, Printing, Software
Computer workstations	Replace/upgrade computer workstations on an annual basis. 2537 computers (including desktops and laptops)
Point of Sale	Computer automated lunch program in all buildings
Library Search	Computers - media search stations using Dynix. IPAC web based options available for grades K-12.
Peripherals	Sound enhancement systems
	Handheld computers for Administrators
	Scanners, 4 in 1 network printer/copiers, network printers, projectors, digital cameras, visualizers, etc.
	Assistive technologies equipment for special needs students
	Televisions in all classrooms K –12 with computer scan conversion for video streaming.
Type of Technology	Current Status, Computers, Peripherals, Printing, Software
Digital Printing	District digital printing services for ALL STAFF K- 12.
Software	K-6 Forest Hills custom online report cards GradeQuick software to interface with I Series for 7-12 progress reports, attendance and report cards Edline – web access for online grade reports for parents
	Data cards (multi-functional) via photo vendors
	Instructional software appropriate by grade level
	Novell GroupWise e-mail system
	Sophos Anti Virus Enterprise version for network and desktops.
	St. Bernard Iprism Web Filtering
	Internet Spam, Virus, Email Filtering.
	Novell Network Operating System
	On-line printing intranet system
	Windows OS and Office Suite, MAC OS with Windows Client
	I-Series student, financial, employee management, purchasing software. Custom code services and support by CMT.
	Tech Design/Lab Volt software at 5/12 buildings
	Assistive technology software
Media Production	Post-production editing workstations at district level and all high schools (Eastern, Central, Northern)
	High school TV Broadcast Lab (Eastern, Central, Northern)
Safety and Security	Provide emergency communication network (Nextel phones)
	Outdoor security cameras for the secondary buildings
	Electronic protection system on all buildings (EPS)
	Lighting with timed controls on high school/middle school campuses
	HVAC access and control software
Distance Learning	Satellite system recording via KISD.
	BBIC service provided through KISD consortium
	Mobile two-way interactive learning systems for courses and video conferencing (Eastern Campus -Starboard Interactive Stations)

Type of Technology	Current Status, Computers, Peripherals, Printing, Software
Web Site	District website domain: http://www.fhps.k12.mi.us
	School Center individual websites for instructional purposes
	Continuous on-line professional development management system LearnPort
	Edline internet web service for community
	Webpac (Sarsi Dynix) I Pac library Internet searches
Video Distribution	Bogen I Quest video distribution system in all buildings using web client control for digital and analog videos. (See VOD Distribution)

VOD Distribution

Currently, the district wide video on-demand (VoD) distribution system is in all K 12 buildings. The Bogen I Quest web client software is used to search, schedule, and control videos. The system delivers digitized and non-digitized media via an existing LAN/WAN to be displayed on existing PC screens, This State-of-the-Art VoD system does require training and evaluation annually and requires staff development and training for technical support staff. The system is scalable to meet the demands of technology change for the next 5-7 years. (See Media Source Quantity)

MEDIA SOURCE QTY

	Streamed CATV Channels to Entire WAN	Streamed VCR/DVD Combo Units to Entire WAN	Streamed District BBS to Entire WAN	Streamed Local Building BBS	MINIMUM Number of Concurrent Unique Streams from Video File Server	FUTURE Number of Concurrent Unique Streams from Video File Server	Local CATV Entrance Broadcast to Entire Building	VCR/DVD Combo Unit on Local Building Coax	Local Building BBS on Local Building Coax
Ada Elementary	0	0	0	1	10	60	Y	4	Y
Ada Vista Elementary	0	0	0	1	10	60	Y	4	Y
Collins Elementary	0	0	0	1	10	60	Y	4	Y
Meadow Brook Elementary	0	0	0	1	10	60	Y	4	Y
Orchard View Elementary	0	0	0	1	10	60	Y	4	Y
Pine Ridge Elementary	0	0	0	1	10	60	Y	4	Y
Thornapple Elementary	0	0	0	1	10	60	Y	4	Y
Knapp Forest Elementary	0	0	0	1	10	60	Y	4	Y
Central Woodlands 5/6	0	0	0	1	12	80	Y	6	Y
Northern Trails 5/6	0	0	0	1	12	80	Y	6	Y
Goodwillie Environmental 5/6	0	0	0	1	5	30	Y	2	Y
Central Middle School	0	0	0	1	12	80	Y	6	Y
Northern Hills Middle School	0	0	0	1	12	80	Y	6	Y
Central High School	0	0	0	1	15	100	Y	8	Y
Northern High School	5	2	1	1	15	100	Y	8	Y
New Secondary School	0	0	0	1	15	100	Y	8	Y
Fine Arts Center	0	0	0	1	12	80	Y	3	Y
Aquatic Center	0	0	0	1	5	30	Y	2	Y
Administration	0	0	0	1	5	30	N	0	N
Maintenance	0	0	0	0	0	0	N	0	N
Transportation	0	0	0	0	0	0	N	0	N
Food Services	0	0	0	0	0	0	N	0	N
Alternate Education	0	0	0	1	5	30	Y	2	Y
TOTAL FOR PROJECT	5	2	1	20	205	1300		89	

Technical Assistance/Support

Forest Hills Public Schools has designated personnel in each building to serve as the first responders for technical assistance and support. There are also teachers in each building who serve as mentors to their colleagues by providing technical assistance and instructional leadership through their examples of technology-enhanced curriculum. Each school administrator has been trained in a variety of technology applications as well.

**FIRST RESPONDERS LIST
FOR COMPUTER TECHNOLOGY**

BUILDING	NAME	POSITION	EXTENSION	ROOM
Ada	Wolters, Fran	Tech. Lab Tech.	8433	C-Lab
Ada Vista	Prindiville, Jaymie	Tech. Lab Tech.	8790	C-Lab
Collins	McDonnell, Karen	Tech. Lab Tech.	8028	C-Lab
Meadow Brook	Gillen, Judy	Tech. Lab Tech.	3215	C-Lab
Orchard View	Mazzocco, Pat	Tech. Lab Tech.	8330	C-Lab
Pine Ridge	Hartley, Darcy	Tech. Lab Tech.	8129	C-Lab
	Kunkler, Mary	Tech. Lab Tech.	8129	C-Lab
Thornapple	Ward, Maureen	Tech. Lab Tech.	8223	Media Center
Knapp Forest	Lang, Nancy	Tech. Lab Tech.	6966	Media Center
Central Woodlands	Neat, Dennis	Tech. Lab Tech.	3945	A/B Planning Rm.
	Chrenka, Tracy	Media Specialist	3971	Media Center
Northern Trails	Neat, Dennis	Tech. Lab Tech.	5972	C/D Planning
	Chrenka, Tracy	Media Specialist	5971	Media Center
Central Middle	Perdok, Beth	Tech. Lab Tech.	2402/3716	MC 2
	Thelan, Gina	Media Specialist	3761	Media Center
Northern Hills Middle	Perdok, Beth	Tech. Lab Tech.	5694	C-Lab / B-9
	VanStee, Sandy	Media Specialist	5559	Media Center
Central High	Bowen, Sandi	Tech. Lab Tech.	6225	C-Lab 225
	Williams, Steve	Media Specialist	3722	Media Center
Northern High	Frank, Nick	Tech. Lab Tech.	5568	Media Center
	Ward, Jim	Media Specialist	5517	Media Center
Eastern High/Middle	Meinke, Carl	Systems Tech.	58736	Media Center
	Hunsberger, Jon	Tech. Lab Tech.	58737	Media Center
	Frederickson, Jeff	Media Specialist	58834	Media Center
Instructional Team	Williams, Cathy	Instructional Tech. Coordinator		
	Hunsberger, Dan	Assessment/GT Coordinator		

Center for Telecommunications/Administration Building			
NAME	POSITION	EXTENSION	VOICE MAIL
Anderson, Melissa	Systems Engineer	4320	1218
Barrons, Kevin	Director of Technology	4340	1213
Cooper, David	Systems Engineer	4366	1259
Galas, Mike	Systems Technician	4325	1515
Karnes, Tricia	Secretary	4339	1214
McCallum, Craig	Voice/Data Engineer	4888	1888
Neat, Dennis (Summer)	Help Desk/Systems Technician	4341	1205
O'Neill, Kathy	Network Administrator	4321	1208
Taugher, Denise	Systems Administrator (AS400)	4319	1206
Amelar, Jack	District Media Technician	3736	
O'Connor, Allan	AV Technician	3739	

Section 12-I Increase Access

The district is taking steps and strategies to increase technology for all students and all teachers. Listed below are the steps that will be taken to ensure all student and teachers have increased access to technology.

Type of Technology	Current Status
Computer workstations	Amortization plan for computer workstations on an annual basis. 2537 computers (including desktops and laptops)
Sound Enhancement	Installed sound enhancement systems at the Eastern campus and in specified buildings at the elementary level.
Student Owned Laptop Access	Student web portal in place to allow access to the network and internet. The student web portal is filtered under CIPA guidelines.
Wireless Access Points	Wireless access is available in all three high schools (Eastern, Northern, and Central) and at the Goodwillie School. A wireless laptop cart is used at Central Woodlands.
Peripherals	Sound enhancement systems
Assistive Technology	Alpha Smart portable computing devices. KISD Assistive Technology Consultant
	Assistive technologies are provided to students on a as-needed basis. Adaptive Technology Plans are used to define technology for students with special needs across the district.
Microsoft Terminal Service	Remote Desktop access and connectivity from home to the Forest Hills data network for all staff members
GroupWise Web Access	Email web access from anywhere anytime for all staff district network account holders.
Student Web Portal	Students can access the district network from home.
Staff Intranet Site	Intranet/Internet web site for staff members for easy access for instructional services.
Staff School Web sites	School Center Web Host - Instructional web links for all teachers and staff members K-12.
	Edline – grades and attendance online for parents and students.

IV. FUNDING AND BUDGET

Section 13: J Budget and Timetable

2006-07

ITEM	LOCAL DISTRICT	Technology Bond 2004	E-RATE	FISCAL YEAR
Salaries	\$613,635.00	\$0.00	\$0.00	\$613,635.00
Benefits	\$252,708.00	\$0.00	\$0.00	\$252,708.00
Travel	\$2,130.00	\$0.00	\$0.00	\$2,130.00
Conference	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Printing	\$500.00	\$0.00	\$0.00	\$500.00
Supplies	\$23,000.00	\$0.00	\$0.00	\$23,000.00
Contracted Services	\$16,372.00	\$0.00	\$0.00	\$16,372.00
Maintenance	\$89,590.00	\$0.00	\$0.00	\$89,590.00
License Fees	\$110,347.00	\$0.00	\$0.00	\$110,347.00
Network Fees	\$25,368.00	\$0.00	\$0.00	\$25,368.00
Equipment *	\$0.00	\$925,000.00	\$0.00	\$925,000.00
Voice Telecom**	\$228,000.00	\$0.00	\$75,559.00	\$303,559.00
Internet Services	\$38,310.00	\$0.00	\$0.00	\$38,310.00
Professional Dev.	\$2,000.00	\$0.00	\$0.00	\$2,000.00
TOTAL				\$2,404,519.00

2007-08

ITEM	LOCAL DISTRICT	Technology Bond 2004	E-RATE	FISCAL YEAR
Salaries	\$675,635.00	\$0.00	\$0.00	\$675,635.00
Benefits	\$252,708.00	\$0.00	\$0.00	\$252,708.00
Travel	\$2,130.00	\$0.00	\$0.00	\$2,130.00
Conference	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Printing	\$500.00	\$0.00	\$0.00	\$500.00
Supplies	\$23,000.00	\$0.00	\$0.00	\$23,000.00
Contracted Services	\$16,372.00	\$0.00	\$0.00	\$16,372.00
Maintenance	\$89,590.00	\$0.00	\$0.00	\$89,590.00
License Fees	\$110,347.00	\$0.00	\$0.00	\$110,347.00
Network Fees	\$25,368.00	\$0.00	\$0.00	\$25,368.00
Equipment *	\$0.00	\$1,000,000.00	\$0.00	\$1,000,000.00
Voice Telecom**	\$228,000.00	\$0.00	\$75,559.00	\$303,559.00
Internet Services	\$38,310.00	\$0.00	\$0.00	\$38,310.00
Professional Dev.	\$2,000.00	\$0.00	\$0.00	\$2,000.00
TOTAL				\$2,541,519.00

ITEM	LOCAL DISTRICT	Technology Bond 2004	E-RATE	FISCAL YEAR
Salaries	\$742,635.00	\$0.00	\$0.00	\$742,635.00
Benefits	\$252,708.00	\$0.00	\$0.00	\$252,708.00
Travel	\$2,130.00	\$0.00	\$0.00	\$2,130.00
Conference	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Printing	\$500.00	\$0.00	\$0.00	\$500.00
Supplies	\$23,000.00	\$0.00	\$0.00	\$23,000.00
Contracted Services	\$16,372.00	\$0.00	\$0.00	\$16,372.00
Maintenance	\$89,590.00	\$0.00	\$0.00	\$89,590.00
License Fees	\$110,347.00	\$0.00	\$0.00	\$110,347.00
Network Fees	\$25,368.00	\$0.00	\$0.00	\$25,368.00
Equipment *	\$0.00	\$1,000,000.00	\$0.00	\$1,000,000.00
Voice Telecom**	\$228,000.00	\$0.00	\$75,559.00	\$303,559.00
Internet Services	\$38,310.00	\$0.00	\$0.00	\$38,310.00
Professional Dev.	\$2,000.00	\$0.00	\$0.00	\$2,000.00
				\$2,608,519.00

Section 14-K Coordination of Resources

The Assistant Superintendent for Finance and Operations, the Director of Technology, and consultants from URS Architects developed the projected technology expenditures from the 2004 bond issue. The 2004 bond issue will cover the replacement cost of technology through 2008. The Assistant Superintendent for Finance and Operations and the Director of Technology also developed a three-year financial plan for technology expenditures from the district budget.

The Assistant Superintendent for Instruction, the Director of Curriculum and Staff Development, and other members of the Instruction Team developed the projected expenditures for staff development, including technology training designed to improve teaching and learning. They also coordinated state and federal grant applications and expenditures to ensure technology goals are incorporated where appropriate. The Instruction Team continues to seek out opportunities to apply for grants, which support staff development around technology integration.

The Forest Hills Educational Foundation and our elementary school PTOs have been generous partners in our efforts to secure additional funding for our technology initiatives. The Forest Hills Educational Foundation gave our district over \$200,000, the largest gift of its kind from a public school foundation, to support the acquisition of our Tech Design/Lab Volt curriculum and equipment for our 5-12 schools. PTOs at the elementary schools annually contribute a portion of their fund-raising toward providing additional technology equipment, software or training for staff and students.

V. MONITORING AND EVALUATION

Section 15-L Evaluation

As standards are introduced both at the state and national levels for technology in school districts, Forest Hills Public Schools will implement and/or integrate technologies into the curricula. Recognizing the standards, the district will evaluate (as one method) goals and objectives in the Michigan Educational Technology Standards (METS).

The Forest Hills Technology plan will include evaluation strategies to measure national technology standards (ISTE) and state standards (METS). Formalized evaluations for both staff and students will allow the district to benchmark with data to track our progress. Our Kent Intermediate School District has a REMC Toolkit Web site for selecting technology outcomes for evaluation. Courses in technology are also taught in all school and students are evaluated on course objectives during the school year. Staff members also receive a wide variety of training in all aspects in technology including online grades, web publishing tools, video on demand, online library searches, internet safety, united (video) streaming, etc.

Each staff member will be surveyed annually on-line to determine:

- the extent to which the district technology plan activities were effective in integrating technology into curricula and instruction.
- the extent to which the district technology enhancements increased the ability of teachers to teach.
- the extent to which the district technology enhancements enabled students to reach challenging state academic standards.

Graduates of Forest Hills Public Schools will be surveyed annually their first and fifth year out of high school to determine the adequacy of their technology preparation for college or the world of work.

The K-12 Instructional Council, the District Technology Committee and/or the Tech Steering Committee will meet annually to evaluate progress on our technology plan goals.

Results from all of the evaluation components listed above will be shared with the District Improvement Team and with the Board of Education Curriculum Committee.

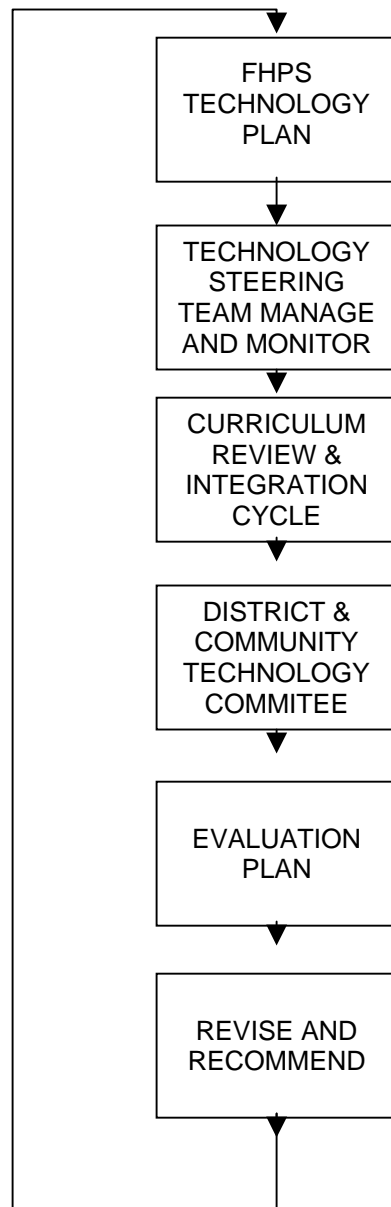
In addition, the technology support staff will be surveyed annually (see Appendix B) to examine:

- Quality of Service
- Level of Service
- Help Desk, Repairs, Training
- Level of Resources

Results from the technology support survey will be reviewed annually to measure quality improvements.



Model for Continuous Improvement Technology Cycle



Section 16-M Acceptable Use Policy

Forest Hills Public Schools adopted and implemented an Acceptable Use Policy (AUP) for all staff and students in 1997. A copy of the 2005-2006 AUP (latest revision) is available in Appendix A. Each Forest Hills student has a multipurpose student identification card, which is used to check out materials from the media center, as a debit card for the school lunch program, and also indicates whether or not the student has a current AUP on file to allow access to the Internet. Students working in computer labs or at a classroom workstation must have their student ID card clearly visible at all times.

All staff members are expected to sign the AUP at the time of hire. Substitute teachers or student teachers who request access to the district network must also sign an AUP.

CIPA (Children's Internet Protection Act)

The Children's Internet Protection Act requires filtering and Internet Safety Policies for schools and libraries receiving federal technology funding. A technology protection measure server running St. Bernard's Iprism solution which is a specific technology that blocks or filters Internet access. It protects against access by adults and minors to visual depictions that are obscene, child pornography, or with respect to use of computers with Internet access by minors – harmful to minors.

Appendix A

Network Information System Staff Use

Forest Hills Public Schools has implemented a network communications system that will allow unprecedented opportunities for students, staff and patrons to communicate, learn, access and publish information. The District believes that the resources available through this network and the skills that students and staff will develop in using it are of significant value in the learning process and to student success in the future. These new opportunities also pose many new challenges including, but not limited to, access for students and staff, age-level appropriateness of material, security, and cost of maintaining ever more elaborate systems. The District will endeavor to ensure that these concerns are appropriately addressed, but cannot insure that problems will not arise.

Forest Hills Public Schools intends only to provide a means for educational activities and does not intend to create an open forum for discussion of any topic at anytime. The District dedicates the property comprising the network, and grants access to it by users, only for the educational activities authorized under this policy and procedures, and under the specific limitations contained therein.

Forest Hills Public Schools will provide training and procedures that encourage the widest possible access to electronic information systems and networks by students while establishing reasonable controls for the lawful, efficient and appropriate use and management of the system. This includes the freedom to change procedures when deemed necessary. Users will be notified of such changes.

Acceptable Use Guidelines - Network

1. All use of the system must be in support of education and research, and be consistent with the mission of the district. The District reserves the right to prioritize use and access to the system.
2. Any use of the system must be in conformity to state and federal law, network provider policies and licenses and district policy. Questions about these laws, policies or procedures should be directed to the building administrator. Use of the system for commercial solicitation is prohibited. The superintendent or designee must approve use of the system for charitable purposes in advance.
3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
4. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified or abused in any way.
5. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system, and/or damage the components of a computer or computing system is prohibited.

6. Users are responsible for the appropriateness and content of material they store, transmit, or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
7. Use of the system to access, store or distribute obscene or pornographic material is prohibited.

Acceptable Use Guidelines - Security

8. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
9. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
10. Communications may not be encrypted so as to avoid security review.
11. Users should change passwords regularly and avoid easily guessed passwords, such as nicknames, birth dates, and names of children or pets. A combination of letters and numbers is best.
12. Personal information such as full name, home addresses or telephone numbers should remain confidential when communicating on the system. Under no circumstances, should student or staff names, addresses or phone numbers be communicated to persons outside Forest Hills Public Schools without written permission from the Superintendent or designee.
13. Staff should notify the building administrator whenever they come across information or messages which may be deemed inappropriate, dangerous or make them feel uncomfortable. Building administrators will notify the Computer Services Department.

Acceptable Use Guidelines - Copyright

14. The unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers is prohibited.

Acceptable Use Guidelines - General Use

15. A signed *Electronic Mail and Internet Account, Individual Staff Usage Request Form* (see next page) must be on file with the district.
16. Diligent effort must be made to conserve system resources. For example, users should frequently delete e-mail and unused files. District personnel may purge all student files at least annually. All-important files should be backed up on an alternative storage device.

From time to time, the district will make a determination on whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances non-student or non-staff use may be permitted, provided such individuals demonstrate that

their use furthers the purpose and goals of the district. For security and administrative purposes the district reserves the right for authorized personnel to review system use and file content. The district reserves the right to remove a user account on the system to prevent further unauthorized activity.

Violation of any of the conditions of use may be cause for loss of network access, disciplinary action, in accordance with the applicable Master Agreement or Handbook, and/or legal action.

(Adapted from Washington School Information Processing Cooperative (WSIPC) Acceptable Use Agreement and Evergreen School District)

8/05

NETWORK

Electronic Mail and Internet Account

Individual Staff Usage Request Form

In consideration for the privilege of using the network and in consideration for having access to public networks, I hereby release Forest Hills Public Schools, operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my ability to use, or inability to use (ie. system failure, power outages), the Internet, including, without limitation, the type of damages identified in the Forest Hills Public Schools Acceptable Use Guidelines. Further, I agree to comply with the District's procedures for *Network Information Systems Staff Use* and the *Network Code of Conduct*, which I have reviewed and understand, and I acknowledge that failure to comply with the guidelines and procedures may result in revocation of network use privileges, disciplinary action in accordance with the applicable Master Agreement or Handbook and/or legal action. I acknowledge and agree that Forest Hills Public Schools has the right to review, edit or remove any materials installed, used, stored, or distributed on or through the network or District's system and I hereby consent to such action.

Staff Member (Print) _____ Building

Signature of User _____ Assignment (i.e. teacher, support staff, etc.)

Return this completed form to the Center for Telecommunications Office at the Administration Building for processing. The Director of Technology will review requests for Internet e-mail accounts.

Forest Hills Public Schools
6590 Cascade Rd., S.E.
Grand Rapids, MI 49546

When this request has been processed, you will receive notification of activation.

For official use only/Do not write below this line.

Forest Hills Network access approved: _____ Director of Technology _____ Date

Network Administrator: _____
Initials _____ Date Notice Sent

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Appendix B

FHPS Technology Satisfaction Survey

1. Which of the following situations usually happens when you deal with the Center for Telecommunications department?

	<u>Never</u>					<u>Always</u>				
I am able to reach a Help Desk Representative easily	1	2	3	4	5	1	2	3	4	5
Representatives handle my requests in a timely manner	1	2	3	4	5	1	2	3	4	5
My requests are handled accurately	1	2	3	4	5	1	2	3	4	5
Representatives demonstrate a positive attitude	1	2	3	4	5	1	2	3	4	5
Representatives are professional, but friendly	1	2	3	4	5	1	2	3	4	5

2. Overall, how satisfied are you with the Help Desk service you receive from the Center for Telecommunication Department of FHPS?

Not Satisfied 1 2 3 4 5 Very Satisfied

3. Please indicate your overall impression of the following phrases:

	<u>Disagree</u>					<u>Agree</u>				
Hardware/Software problems are easily resolved	1	2	3	4	5	1	2	3	4	5
Communications problems are resolved quickly	1	2	3	4	5	1	2	3	4	5
PC Windows repairs are resolved to my satisfaction	1	2	3	4	5	1	2	3	4	5
MAC repairs are resolved to my satisfaction	1	2	3	4	5	1	2	3	4	5

4. Please let us know what single thing we could do to make you feel more satisfied with the Center for Telecommunications Department:
