Section 1: Cover Page

Redford Union Schools
Technology Plan

July 1, 2012 – June 30, 2015

Created January 2012

Redford Union Schools
Wayne County Regional Education Service Agency (Wayne RESA)

Contact
Ronald J. Stoneman
Superintendent
stonemr@redfordu.k12.mi.us
313-242-6000 voice
313-242-6025 fax

Redford Union School District #1
District ID Code: 82110
19990 Beech Daly Road
Redford, MI 48240
313-242-6000

URL: http://www.redfordu.k12.mi.us/

Section 1: Table of Contents

Contents

Section 2: Mission Statement and Introduction

Mission

It is the mission of Redford Union Schools to provide a quality educational environment which meets the needs of students of all ages, abilities, and aspirations, enabling them to become independent, life-long learners and contributing members of society.

Introduction

Redford Union Schools was originally established with the combination of three much smaller Districts in 1842. Since its humble beginnings in a one-room schoolhouse in a rural community, it has grown to become an urban school District located in a near suburb of the city of Detroit. Redford now serves approximately 3,000 students in grades K-12, with a staff of approximately 245 teachers, 9 administrators, and 400 total employees. Approximately 80% of students who attend qualify for a free or reduced lunch program, with 50% of students falling below the established poverty line. Nearly 30% of students are involved in a special education program within the District. The school population consists of about 53% Caucasian American, 42% African American, 3% Hispanic American, 1% Native American and 1% Asian American students.

Redford Union graduation rate is 74% of all students, and more than 50% of students continue education at a university, community college or specialized training facility.

Located in northwestern Wayne County, Redford Union School District is now composed of two elementary schools, one middle school, one high school which includes an alternative education program, a center program for severely emotionally impaired students.

School Buildings

Redford Union High School 17711 Kinloch Redford, MI 48240	Hilbert Middle School 26440 Puritan Redford, MI 48239	Beech Elementary School 19990 Beech Daily Redford, MI 48240
MacGowan Elementary School 18255 Kinloch Redford, MI 48240	Stuckey Center for Student Day Treatment Programs 2600 Fargo Redford, MI 48240	Beck Education Center 27100 Bennett Redford, MI 48240

The technology planning committee is composed of teachers, administrators, community members, and students, who were invited to participate in the planning

process. Members are: Ron Stoneman, Dave Custard, Milan Banjeglav, Kailynn Cummings, Alice Raden, Pamela Rizzo, Beth Beattie, Ian Boynton, Bob Kohn, Gwendolyn Cannon, Terri Graham, Andrew Christopherson, Michael Sampson, and Michael Humitz.

Section 3: Vision and Goals

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.

Mission Statement
It is the mission of Redford Union Schools to provide a quality educational environment which meets the needs of students of all ages, abilities, and aspirations, enabling them to become independent, life-long learners and contributing members of society.

The vision of the Redford Union School community is one where:

- Students see learning as a lifelong process and a pathway to success.
- Graduates are equipped to meet life's challenges and value service to others.
- Family, Staff, and Community partner to maximize educational success.
- Moral integrity and knowledge are equally valued.

We believe:
- Student learning is our highest priority.
- All students have the potential to learn and succeed.
- The learning environment must meet the unique needs of each student.
- Education is the shared responsibility of students, parents, staff, and community.
- Character development is essential for success.
- The quality of life in our community is a direct reflection of the quality of our schools.

District Technology Mission Statement

Redford Union Schools will integrate technology, curriculum, and instruction to enhance student learning by using leading edge tools that prepare students for next generation careers and engage students in the global learning environment.

Technology Goals

Curriculum: To provide technology enabled learning opportunities aligned with the MDE Curriculum Framework and National Core Standards.

Professional Development: To provide varied, systemic professional development that incorporates instructional technologies to enhance student learning.

Infrastructure: To build and maintain a technology infrastructure that aligns with District goals as well as supports and enhances the learning environment.

Funding and Budget: To use both bond money and general funds to support hardware and software acquisition, maintenance and improvement.

Monitoring and Evaluation: To use a variety of data-gathering tools to evaluate the impact of technology on teaching and learning.

The planning committee and assigned groups/individuals will periodically review the plan to insure that progress is being made over the next three years. For more details, please see the action plans included in the Appendix A.

Section 4: Curriculum Integration

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

Standards: All staff and students use technology as an integrated component for teaching and learning. State Technology standards (<u>METS</u>), based on national standards developed by <u>ISTE</u>, are used in aligning curriculum and activities within the classroom. Reference to these standards can be accessed through links found on the District's web site for review by parents and community members.

Student skills are assessed using the District 8th grade METS assessment developed in the Class A system aligned to the METS and NETS standards for students. The test is available and is administered during May each school year.

In addition, students are using Compass Learning Odyssey for credit recovery or to gain credit toward graduation in after school and summer school programs. Teaching staff has the ability to create and to share common assessments in all curriculum areas (Class A software program). Furthermore, grade level and department staff within District buildings shares technology lessons.

Professional Development: The recent move to a core curriculum requires that existing lessons and activities be adapted to accommodate not only these new standards, but also include proper technology activities that enhance and engage student learners. Professional Development activities for staff will incorporate these new

standards into classrooms along with the necessary technology skills and lessons that will increase student learning. Any new technology requires all stakeholders take part in training.

The District's web site will supplement professional development by providing links to technology support, developed through collaboration at the District level or available commercially, or through Internet web sites like TeacherTube, YouTube, educational blogs, or other support sites.

As part of the technology plan, the technology committee will develop and implement K-12 technology curriculum. The curriculum will include Internet safety lessons and alternative learning experiences. All curriculums will be aligned with METS, NETS and CIPA. The technology committee will also collaborate with the curriculum and professional development committees in implementing the technology curriculum. The following professional development opportunities are currently being utilized or implemented in the future:

- Class A in-services
- Compass Learning in-services
- Interactive whiteboard training
- "Lunch lab"
- 21 Things for Teacher
- 21 Things for Students
- Wayne RESA provided in-services
- Flipping classrooms
- Others to be implemented as the needs arise.

To further support the integration of technology in and out of the classroom, a web hosting service will be utilized. This will allow stakeholders access to teacher websites, online resources and alternative learning experiences.

A timeline for previous action steps will be developed, implemented and evaluated by the technology committee.

Section 5: Student Achievement

Technology will enhance student achievement and will be used in all areas of the curriculum. Consideration of all new materials will keep in mind the supplementary materials provided. Adoption of new curriculum, textbooks, or other supplementary materials will include accompanying software or access to Internet support worksheets or handouts. Lesson plans, presentations, tests and quizzes, and activities for classrooms are some of the materials that need to be considered.

Teacher support for any new materials will include training, either through face-to-face contact, or through online classes/support that can be accessed whenever needed.

Student support will include Internet based resources that can be accessed from school, home, the public library, or through personal mobile devices.

Training for adults and students is a priority, with the emphasis on making that training available 24/7 through the use of appropriate technology resources.

Current technologies to improve student learning used in the classroom include but are not limited to: EasiTeach, WizTeach, HyperStudio, Infinite Algebra, Mavis Beacon and Microsoft Office Suite programs.

Some of the internet based programs and tools being utilized are: Compass Learning, for credit recovery, online textbook websites, "cloud" storage, Discovery Learning and teacher created web pages.

A technology literacy test is currently administered via Class A, during a students' eighth grade year in May. The test is updated every year based on any changes in the NETS, METS or CIPA. Class A is also utilized in many classrooms to produce assessment items and use them to evaluate student achievement.

In addition, Student Special Services utilize assisted technologies in all grade levels. Examples include: AlphaSmarts, graphing calculators, math manipulative, books on tape, reading software and geometer sketchpads. There are also "low tech" assistive devices such as erasable highlighters, highlighter tape and pencil grips.

Currently, Internet safety lessons are being taught in various classrooms throughout the District. The technology committee will develop and evaluate the implementation K-12 Internet safety lessons CIPA requirements.

Section 6: Technology Delivery

The driving force for the delivery of technology within the District is the curriculum. The District technology committee will be responsible for evaluating all existing technology, identify areas of need, and recommend hardware and software programs that will benefit students through a stronger curriculum. Technology will be used to improve student learning.

Redford Union Schools has approximately 1000-networked computers connected to the Internet. Each classroom is equipped with one teacher's computer station and telephone. Basic installations include Windows 2000 or Windows XP, and Office 2000, 2003, or 2007. Special Education department utilizes approximately 30 Macintosh computers for direct and supplemental instruction. Additional computers are available in media centers and computer labs.

Limited peripheral devices within the District include: interactive white boards, digital projectors, digital cameras, microscopes, multi-functional printers, document cameras,

student response systems, multi-media carts, laptop carts, cable TV, mounted televisions, media converters, VCRs and DVD players. Although the aforementioned equipment is available, current use is limited because the implementation is a patchwork that does not represent a consistent plan for the integration of technology.

Redford Union subscribes to United Streaming Video (online video warehouse) through Discovery Education. We have recently gained access to TeacherTube and SchoolTube. We subscribe to SAS Curriculum Pathways, a free service, which provides online lesson plans and media content. Also, broadcast carts are available in each building.

The role of technology is being supported through limited online learning experiences. We access Michigan Virtual High School for Advanced Placement courses. Remediation and credit recovery access Compass Learning, an integrated learning system, at the secondary level. Use of various Internet based activities to enhance/supplement student learning varies by grade level.

Some staff has created personal teacher websites, blogs, Wikis, and implements social media and Cloud computing, etc. Communication with home occurs via phone, email, MISTAR ParentConnect, Teleparent notification, and mailings by administration, teachers, and District website. Redford Union has accepted e-rate bids to include a new District-wide website through Fox Bright which will be implemented fall of 2012. Redford Union also utilizes local cable access to inform the community of various events and pertinent information.

Teachers will be trained to utilize existing technology and media to enhance instruction and increase student achievement. District-wide collaboration will allow teachers and students to communicate classroom-to-classroom and building-to-building. Furthermore, we hope to increase student achievement with existing equipment by 'flipping' classrooms.

Along with the new District website, Redford Union Schools will be deploying a Sharepoint and Lync (Communication) Server which will allow for collaboration between teachers, parents, administrators and students.

Section 7: Parental Communications and Community Relations

The Technology Committee recognizes that the success of our school District is directly impacted by the involvement of our parents and our positive relationship with the community. Our District has utilized various communication tools that have had varying degrees of success to this affect. We will be expanding our use of technology to be more effective in parent and community relations.

The new District-wide site will be deployed within the 2012-2013 school year. This will establish continuity between all buildings within the District. It will also allow for teachers to host their classroom websites. It will be expected that building sites and teacher sites be updated in a timely manner in order to communicate important information to the community, parents and students. Teachers will be encouraged to put relevant information online including, but not limited to: lesson plans, homework assignments, homework assistance, activities, calendars, policies and important links.

The District website will house all community notices as well as board minutes, policies, relevant District documents, a staff resource page, and MISTAR portal for parents and student to make grades and attendance available online (via Wayne RESA).

Section 8: Collaboration

Due to a dramatic decrease in state funding for adult education, Redford Union School District does not offer adult education or collaborate with adult literacy service providers at this time. If and when the need should arise to provide these collaborative services, Redford Union School District will meet with instructors to discuss and propose possible strategies to integrate technology into the adult literacy programs as needed.

The District hopes to establish technology standards for outside organizations so that they may have connectivity with our data networks.

- MISTAR
- Accounting software.

Members of the Technology staff are active participants in several county and state organizations, including the Wayne RESA Technology Coordinators Group, MACUL and ISTE.

Section 9: Professional Development

Implementation into the daily classroom routine requires technology-related staff development opportunities based on District, State, and national technology standards. The District's ongoing, sustained training for all staff members has been an area of need.

The Technology Committee will assign members to be a part of a new Professional Development Committee in order to enhance technical skills among the staff. The Professional Development Committee will develop a comprehensive professional development plan for the District's staff that will include a technology component. That component will focus on improving staff technology skills to enhance student learning. Any new technologies being deployed will be included in the plan (refer to Appendix A).

Individual staff skill levels will be measured through online surveys. Data collected will be used to determine appropriate professional development topics. To track all professional development activity teachers and administrators will use an Internet based program provided by Wayne County Regional Education Services Agency.

Redford Union Schools encourages all staff and administrators to use technology to improve student learning. Redford Union's goals are to make staff aware of professional development activities and encourage them to participate in such activities. Technology administrators routinely inform staff of the availability of technology-based professional development opportunities in a variety of formats. Staff is also made aware of non-District opportunities that are offered at Wayne RESA or other institutions. The District's webpage will include online training videos for various topics.

When necessary, staff is informed of existing technology issues/problems and timelines for repairs/fixes through District wide notification systems. Employees will assist in reporting known technology issues and problems via SchoolDude.

Redford Union Schools plans to have all publications (District-wide newsletters, school newsletters, manuals, tutorial videos for staff training, and quick links to state and federal standards). All employees currently rely on email and voicemail as methods of communication.

Section 10: Supporting Resources

Current and planned Redford Union resources used to support the technology program are listed below.

- District Technology Policy
- Acceptable Use Policy
- Software Guidelines
    - Webpage that specifically addresses technology support for staff - this instructional technology website contains resources for both teachers and students. Examples include:

- Distance learning - teachers can view distance learning ideas to support the existing curriculum.
- RU links - lists additional websites for teachers to use, to enhance classroom instruction and to continue to integrate technology into the existing curriculum.
- Other links are available for students to supplement their classroom instruction.

Wayne RESA provides Moodle.com.

Michigan Electronic Library provides a variety of online databases.

All classrooms are equipped with telephones

Access to voicemail from home or school

The District subscribes to:

- Compass Learning
- Schooldude.com
- United Streaming

District software/hardware to include:

- MISTAR
- M86 Security filtering software
- Polyplot for transportation

Other online support programs are deployed on a per-school basis.

Building level experts trained in technology support.

A technology curriculum committee, composed of teachers from each school in the District, supports school and classroom uses and integration of technology.

Future Plans include:
- Maintain and upgrade current technology as needs arise and bond money allows.
- Network reliability improvements based on future bond passage
- A more robust communication system based on future bond passage.

- Remote access to District resources for students.
- District-wide implementation of ClassA
- Implementation of MISTAR
- Implement media distribution systems based on future bond passage.

Section 11: Infrastructure, Needs, Specifications, and Design

Current Environment:

Redford Union Schools is developing a technology infrastructure for the high-speed transmission of data, voice, and video services to District staff, students, and community populations to be completed by May 2012. A fiber optic WAN has been established that connects all 7 Redford Union buildings directly to the District head-end (Redford Union High School) via single mode aerial and underground fiber optic cable. The District fiber optic design represents a hub and spoke configuration back to the head-end where transmissions are patched to and from and Internet service provider with a 250 Mbps circuit to Wayne RESA for Internet Services. Each building will be assigned a twelve-strand count of single mode fiber with two strands each dedicated to data and voice, and another pair dedicated to IP security cameras respectively. The remaining eight strands per building are reserved for backup and expansion needs. The Wayne RESA provides ISP services through Meritt via high-speed leased circuits for local school Districts throughout Wayne County.

Gigabit Ethernet has been established as a District data transmission protocol through the deployment of Cisco 3750 series and 2960 switching/routing modules within each building. A Cisco PIX 515 has been installed within the District head-end to insure that network traffic is being protected from outside (DMZ) intrusion and/or threats. All routers and switches are capable of expanded transmission speeds as the demand for bandwidth continues to increase. Building intermediate distribution frames are fiber connected back to the main distribution frames for 1 Gbps speed LAN performance. Category 5e, 5 or category 3 UTP copper homeruns connect each networked personal computer to building LANs and/or District Telephones. District classrooms contain a minimum of two port locations for hard-wired computing and printing. Some school buildings have one or more structured wire computer labs for scheduled use. VLANs with layer 3 routing architecture have been implemented within each school building to increase security and LAN based performance. Wireless implementation is currently being reviewed and tested sporadically within the High School Alternative Education Wing and the District Administrative Services Center conference room.

Voice services are currently being dispatched locally from each building using an NEC IPS 2000 PBX system. Outside access is provided from the District head-end via two PRI circuits and out to ClearRate Communications for local, local toll, and long distance calling. Voice transmissions are carried over UTP Category 3 copper wiring to a remote voice switch in each building where they travel over the fiber optic network to the main

NEC PBX and out to the provider. Each District classroom has a category 3 port for phone usage. Each classroom is equipped with NEC Dterm Series I Digital handsets.

The District, as a member of the Wayne RESA Technology Consortium, will utilize Internet Access and telecommunications services provided through this Consortium to support its mission. The Consortium will seek E-Rate funding discounts to provide Internet Access and Telecommunications Services to its members. The Internet Access acquired by the Consortium and delivered to each member District through the Wayne County fiber wide area network or OPT-E-MAN will provide appropriate throughput, latency, and reliability to meet each member District's educational services needs. The telecommunications services to be acquired by the Consortium will include Digital Transmissions Services, including but not limited to circuits that will be used to enable distance-learning experiences for member Districts.

Currently, students are authenticating to the District's network resources via generic login. It is planned to allow for unique authentication through active directory for secure access to District services, data and devices.

The District has implemented wireless voice services with administrator cellular telephones. The data service plans allow wireless access to email and Internet, for example. The District currently operates thirty-six cellular telephones that have service plans. These mobile wireless devices provide administrators constant access to District communication from anywhere. The devices therefore increase organizational efficiency, improve customer service, and enhance student safety.

Video Services are currently being deployed via a Hybrid distribution system at each building. Each building has a video cart that enables the classrooms to broadcast live or recorded video feeds throughout that building via coaxial cable. The video distribution system is also accommodating a minimum of 2 local channels to each building.

An IP Surveillance system and access control has been implemented at all of the Elementary level school buildings with centralization and storage at the High School head-end. The IP system is running Milestone Video Management Suite with an Intransa Storage Unit. Secondary buildings are currently running analog systems with DVR residing locally. These security system cameras and access control are being networked via Cisco 2960s series PoE switching and integrated on their own pair of Fiber optic cables.

The server infrastructure is currently distributed with a Domain Controllers, various application servers, and file and print servers located at each building. All common application servers reside at the High school and the Administrative Services Center and include:

- Active Directory on Windows 2003/2007
- Exchange 2010

- Email Archiver
- Anti-Virus (Sophos) Server
- DNS/WINS Servers

The District has purchased and maintained edge devices as requirements and budget have allowed. Desktops and Laptops range from 1 year to 14 years old. The District currently has approximately:

- 1000 Desktop and Laptop Computers (HP, Dell, Acer, Micron, Compaq, Lenovo and Whitebox)
- 250 Telephones (NEC)
- 10 Servers (HP, Dell)
- 200 Televisions (Various)
- 80 Projectors (Epson)
- 60 Interactive White Boards (ENO and SMART)
- 50 Sets of Student Response Systems (Quizdom)
- 50 Document Camera's (Aver Tech, Epson and Elmo)

Multi-functional printers (approximately 50) are installed at each school's main office, and common areas around each school that can be used by teachers, for printing, scanning, and faxing needs. Each computer lab has a shared networked printer dedicated to that lab.

Redford Union Schools is currently managing all of the Infrastructure equipment as well as classroom devices, software, data and voice utilizing a Technology Director and a District Support Technician.

District Needs:

In keeping with the Districts Technology Mission: *Redford Union Schools will integrate technology, curriculum, and instruction to enhance student learning by using leading edge tools that prepare students for next generation careers and engage students in the global learning environment,* Infrastructure and equipment needs will be necessary. We are looking to accommodate all of the curriculum goals of this technology plan by implementing a robust infrastructure foundation. It is also important that the District always keeps safety and security as a top priority. We are always striving to enhance physical, network and data security.

The Infrastructure requirements that will be funded with future e-rate funds and/or future bond funds include:

- Upgrade of legacy cable infrastructure to enhance speed between MDF and IDF closets (50 micron Multi-mode Fiber Optic Cabling) and Category 6 structured cable infrastructure.
- Upgrade existing NEC Voice Infrastructure to accommodate VoIP

- Implement a new10Gig Ethernet Network Infrastructure including Management
- Implement a Cisco Unified Communications Server to centralize all Domain Controllers to the Head-end at the High School and implement Web 2.0 Services (SharePoint and Lync Communication) collaboration tools.
- Provide student, staff, parent and community access to District resources on and off campus
- Implement a robust District-wide 802.11 a/b/g/n wireless network infrastructure.
- Implement an active-active SAN solution for data storage, data de-duplication and back-up and disaster recovery services.
- Provide a Virtual Desktop Infrastructure to accommodate digital learners
- Begin building the foundations for a Bring-your-own-device environment
- Provide a robust Video-over-IP network to allow for both Distance Learning, storing content and delivering high-resolution video to the classroom
- Rogue Device Detection
- Software Management tools including Thin-app
- Server Consolidation and Server Virtualization
- Active Directory User Management Tools
- Disaster Recovery and business continuity planning and implementation

Classroom equipment to align with technology plan goals funded via future bond and/or operational budgets include:

- Classroom Computing Devices for Student use
- Teacher Laptops
- Sound Fields for Audio Distribution
- Interactive Whiteboards in every classroom with mounted projectors
- Multi-media carts with DVD/Blue-ray
- Document Cameras

Media Center and District Wide Equipment to align with technology plan goals funded via future bond and/or operational budgets include:

- Student Computing Devices
- Checkout student computing devices
- Media Center Inventory Management Software (Follett)
- A/V Systems for Large Group Instruction
- Broadcast carts to enable distance learning
- PA Systems
- Clock Systems and Bell Management
- Digital document management and scanners for archiving existing and future paper files
- Board Room and Common Space Video Systems
- Security Systems
- Base Band Walkie Talkie Emergency Notification System

- GPS Tracking devices for District Owned Vehicles (Busses and maintenance equipment.)

In order to provide the appropriate service levels that the above infrastructure installations will require, the District will need to develop a new Technology Staffing plan, which includes additional staff, to ensure that all of the technology being implemented is being maintained and operational through-out the school day and year. All RFPs will include 5 years warranty and maintenance in order to reduce the demand, however, additional tools and staff will be required and a staffing plan will be implemented through the assistance of the technology committee.

As the District proceeds with future procurements, a uniform set of standards will be established for all new implementations. This will allow the District to manage and support spare parts pools, software packages and deployments with consistency.

Section 12: Increase Access

In accordance with the Americans with Disabilities Act (ADA) Redford Union Schools provides appropriate assistive or adaptive technologies for students and staff with special needs. Adaptive requests are initiated and processed at the building or department level. Examples of adaptive technologies include:

- Alphasmart
- Headphones/Microphones
- Various types of calculators
- Scanners
- Solo text to speech
- Voice amplification systems

District wide teacher and support staff has additional access to video services through Discovery web-based media. The District plans to upgrade these services to a centralized video resource server distributed over fiber wide area network.

Redford Union Schools works in cooperation with the Wayne RESA for the provision of Internet services, business applications, student and management software, and coordination of instructional technology for student and staff populations.

Section 13: Funding and Budget

The technology plan calls for a sufficient budget to acquire and support the elements of the plan: hardware, software, professional development, and other services needed to implement the technology.

Redford Union Schools	Year 1 2012-2013	Year 2 2013-2014	Year 3 2014-2015
Funding Sources:			
Grant Funding	$17,500	$17,500	$17,500
E-rate Funding	$1,242,044	$33,430	$33,430
Bond Funding (2009)	$505,749	$0	$0
Operational Funding	$273,453	$324,138	$324,138
Total Funding Sources:	$2,038,746	$383,194	$383,194
Expenditures:			
Contracted Services	$8,490	$8,490	$8,490
Computer and Phone Repair	$5,000	$5,000	$5,000
Tech. Serv. Training	$1270	$1270	$1270
Tech Services Salaries	$151,532	$227,298	$227,298
District Software Budget	$12,000	$12,000	$12,000
Maintenance Agreements	$55,000	$55,000	$55,000
Tech. Services Supplies	$10,000	$10,000	$10,000
Internet (Fiber) Access	$2,000	$2,000	$2,000
Teacher Professional Dvlpmt	$17,500	$17,500	$17,500
Oper/Bond Portion of E-rate	$309,476	$8,126	$8,126
E-rate Scopes if approved	$1,242,044	$33,430	$33,430
Bond Scopes (Surv/Network)	$534,702	0	0
Total Expenditures:	$2,038,746	$380,114	$380,114

Section 14: Coordination of Resources

Redford Union Schools' operational budgets are reviewed on an annual basis. Resources are re-appropriated based on available instructional and management

support needs. Total cost of ownership is considered prior to technology acquisitions. All technology projects are deployed with consideration for necessary service, support and maintenance following project completion.

The District will use Title 1 and or 2 funds to pay for professional development events. The Federal Universal Service Fund for Schools and Libraries, also known as the E-rate Program, provides discounts on telecommunication services for the District. The rebates from this program are used to reduce operational costs. An annual discount of 80% is anticipated for the course of this plan.

Section 15: Evaluation

The Technology Committee was formed to create this District technology plan. The Committee will continue to meet after the plan has been adopted for the purposes of monitoring and evaluating the plan of action. That committee will meet biannually and report to the District's Curriculum Committee. The committee will be composed of 2 teachers from every building in the District along with 1 at-large administrator, the Superintendent, and 2 members of the Technology Services Department.

In order to support the goal of evaluating the impact of technology on teaching and learning, the action plan outlines 6 strategies. The Technology Committee will monitor each of these strategies. The first deals with the formation of the committee itself, the others are summarized below.

The Technology Committee will annually:

- Assess the technology use and needs of the teaching staff. This survey will be used to make recommendations to the Professional Development Committee.
- Review District technology policies (AUP, CIPA, media usage, Internet) for staff and students.
- Monitor infrastructure improvements and the maintenance of equipment through the use of vendor timelines, analysis of user feedback and work orders.
- Notify community of progress of the action plan through website and newsletter notification.
- Work with administration and unions to include effective use of technology in staff evaluations.

If any of these strategies are unmet, the Technology Committee will determine if the strategy or the timeline needs to be amended. No changes will be made without the Superintendent's approval and notifying the community of updates on the District website.

Section 16: Acceptable Use Policy

Strategies are in place to monitor the District's acceptable use policy for staff and student use of the technologies. A copy of the AUP appears in Appendix D.

Statement of CIPA and Content Filtering Compliance

Redford Union Schools certifies that it has both an Internet safety policy (see Appendix D) and has implemented technology protection measures to block or filter Internet access to pictures that: "(a) are obscene, (b) are child pornography, or (c) are harmful to minors, for computers that are accessed by minors." District Policy and the Student Code of Conduct both require that student online activity be monitored, and the Internet Acceptable Use Policy addresses "(a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including 'hacking,' and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them."

The District owns, manages, and operates its own content filtering system, comprised of servers, software, and network configuration. The District acknowledges that, although required to be eligible to receive E-Rate funding, none of this equipment is eligible for E-Rate discount and is not included in any E-Rate reimbursement activities. Because this technology plan is available on the public Internet and brand name disclosure constitutes a potential security risk, specific product information is not disclosed here. Technical information regarding the District's content filtering solution is available upon request and proof of validity of the request using the contact information available on the cover of this plan.

Appendix A

Action Plans and Timelines

Action Plan and Timeline: Goal #1—Curriculum

To provide technology enabled learning opportunities aligned with the MDE Curriculum Framework and National Core Standards.

Implementation Strategy	Time	Action Steps	Prof Development Required	Cost	Responsibility	Evaluation
Implementation of Alternative-learning experiences for students.	2012-2015	Development of Alternative Learning Plan	Meetings to develop and Implement plan	Subs	Curriculum Council	Finished Document (Board Approval)
		Introduce staff to Alternative Learning Experiences: e.g. PenCasts, podcasts, webcasts, flipped classrooms, distance learning and other asynchronous learning methods.	During school and after school	Presenters	PD Committee	Technology Checklist
Develop Internet Safety and Responsibility lesson plans and training.	2012-2013	Develop K-12 plan aligned with METS, NETS and CIPA	Meetings to develop and implement plan.	Subs	Curriculum Council and PD Committee	Finished Document (Board Approval)
		Develop Staff plan aligned with METS, NETS and CIPA				

Goal	Timeline	Activity		Resources	Responsible	Evaluation
Align District technology Curriculum with existing Curriculum standards.	2012-2013	Update current District technology curriculum and align with current curriculum standards: METS, NETS, Core and MDE	At department , building, or staff meetings		Curriculum Council and building Administrators	Finished Lessons
Update AUP to reflect changes in District technology use.	2012-2015	Review and update current AUP for both students and staff	None	Subs	Human Res, Superintendent Technology Com. and unions	Finished Document
Implement a plan for more effective communication with parents and community	2012-2015	Develop communication Plan that incorporates web based tools, like teacher web pages, online parent sign ups, listservs.	Meetings to develop and Implement plan	Subs	Technology Committee	Finished Document
		Train teachers in the use of communication tools	Yes, after school and professional development	Presenters	Administrators Tech and PD committees	Technology checklist

Action Plan and Timeline: Goal #2—Professional Development

To provide varied, systemic professional development that incorporates instructional technologies to enhance student learning.

Implementation Strategy	Time	Action Steps	Prof Development Required	Cost	Responsibility	Evaluation
Provide Web support for existing and new technology through online resources, manuals and video support.	2012-2015	Post manuals for software and hardware used in the District on the District website. Create online tutorials for staff training purposes. Post quick links to METS, NETS, Core Standards.	*Email *Online *After-school	No Cost	Professional Development Committee	Updated Website usage survey
Provide ongoing training for MISTAR/Class A/ParentConnect, grading and assessment programs with parent access.	2012-2015	Create instructional videos and post to Website. How to use MISTAR. How to use Class A.	*Online * Staff meeting *Beginning of the school year *Small group instructional time	Subs	Professional Development Committee	Increased usage of resource; staff participation; parent surveys

Train and develop building experts in District technology to help train staffs.	2012-2015	Provide focused time for developing in-depth training programs.	*Summer development time. *Release time.	Stipend	Professional Development Committee	Staff evaluation of Trainer.
Develop a network of professional learning communities dealing with technology.	2012-2015	Notify staff of outside in-service opportunities from Wayne RESA, etc... Provide staff members, individually or in groups, with release time to learn new technologies. Encourage Staff to work cooperatively in and out of school to support each other in use and implementation of new technologies. Post links to curricular resources on District website.	*Online forums *Weblogs *Email	No cost	Professional Development Committee	Staff participation Increased usage of New technologies Resources
Implement an annual professional development plan.		Develop a professional development plan.	Meetings	Subs	Professional Development Committee	Finished Document.

Action Plan and Timeline: Goal #3—Infrastructure

To provide and support equitable and sustainable educational technology that enhances teaching and learning for improving student achievement.

Implementation Strategy	Time	Action Steps	Prof Development Required	Cost	Responsibility	Evaluation
Allow teachers greater ability to use Internet based multimedia resources in the classroom	2012-13	Research appropriate web sites and work with Wayne RESA on appropriate Filtering	No	$0	Technology Committee and Technology Services	Increase in available web sites for student and teacher use
Provide Collaborative tools for teacher and student communications	2012-13	Implement a Sharepoint and Lync Server for Chat, etc.	Yes	$85,000	Tech Services and Technology Committee	Sharepoint and Lync Servers are configured and available to users
	2012-14	Develop plan for in-servicing Teachers and Staff	Yes	$5000	Technology Committee	Teacher's have created my-sites pages and are using the collaborative tools
Provide Centralized DNS and Storage District Wide	2012-13	Implement a Cisco UCS Server and Storage	No	$131,274	Technology Services	Remove Distributed Servers District-wide
Provide higher speed access to the end users using the District's new (2012) Fiber Optic Cable Infrastructure	2012-13	Replace legacy cable infrastructure to Category 6 and Internal Fiber connections to meet 10G requirements.	No	$237,900	Tech Services	Project is Complete

Action Plan and Timeline: Goal #4—Funding and Budget

To use both bond money and general funds to support hardware and software acquisition, maintenance and improvement.

Implementation Strategy	Time	Action Steps	Prof Development Required	Cost	Responsibility	Evaluation
Provide a Voice system that will allow for Voice-over-IP for future use	2012-13	Implement 10G Switching and Routing District-wide	No	$466,576	Tech Services	Project is Complete
	2012-13	Upgrade the existing NEC System	No	$168,639	Tech Services	Project is Complete
Provide high-speed reliable access to District end-point devices for staff, students and guests.	2012-13	Implement a robust wireless network (802.11n) District wide.	No	$81,635	Tech Services	Increase in access wirelessly through-out the District
Provide increased access and storage to District Resources for Middle and High School Students	2012-13	Provide students individual authentication accounts through Active Directory and e-mail accounts	No	$10,000	Tech Services	When students are able to authenticate to the network and use email accounts
Create a plan for District technology bond	2012-13	Work with Technology Services to investigate possible technology improvements and additions	No	$0	Tech Services, Administration and Superintendent	Completed Bond request presented to state and public

Action Plan and Timeline: Goal #5—Monitoring and Evaluation

To use a variety of data-gathering tools to evaluate the impact of technology on teaching and learning.

Implementation Strategy	Time	Action Steps	Prof Development Required	Cost	Responsibility	Evaluation
Maintain existing technology resources.	2012-15	Establish operational budgets for maintenance agreements on existing equipment.	None	See budget	Technology Department	Equipment functioning properly
		Keep existing equipment working.				
Create a plan for a District technology bond.	2012	Work with technology department and others to investigate new educational technologies.	Review of best practices; review latest educational technologies.	Subs	Technology Department, Staff, Community	Successful bond
		Contact all stakeholders for input into bond planning.				
		Review new technology by previewing and planning.				
Pursue alternative sources of funding for technology in the District	2012-15	Apply for Grants	None	NA	Grants Administrator	
		Approach local businesses about partnerships and donations	None	NA	Administration	Securing resources from grants and partnerships

Goal/Strategy	Year	Activities	Resources		Responsible	Evaluation
Form a committee of technology planners who will meet quarterly to review progress towards goal completion.	2012-2015	Get volunteers for committee. Set committee-meeting times. Meet to review plan and development.	None	Subs	Andrew Christopherson, chairperson	Meetings completed.
Use an annual online teacher survey to assess technology use and needs beginning with the 2012-2013 school year.	2012-2015	Design survey. Administer survey. Analyze and track results.	None	Subs	Pam Rizzo, chairperson	Yearly review of Results; analysis showing what PD/needs of staff are.
Review District policies (AUP, media usage, Internet) for staff and students.	2012	Organize committee. Meet to review policies. Suggest changes. Implement changes.	Investigation of best practices.	Subs	Ron Stoneman or Lynda Scheel	Finished product.

Complete infrastructure improvements and maintenance of old and new equipment by monitoring progress of projects based on vendor timelines and analysis of user feedback.	2012-2015	Periodic meetings with Vendors/suppliers. Testing new hardware/software. User input.	None	Subs	Ron Stoneman, Milan Banjeglav, Robert Kohn	Completed projects.
Notify community of progress and completion of tasks.	2012-2015	Web page news on progress. Signs on property listing completion, tasks. Newsletter updates from schools, Districts.	None	None	District web personnel	Signs in place; web site contains posts; newsletters.
Include effective use of technology in staff evaluation by working with administration and unions.	2012-2015	Design addition of technology piece in evaluation form. Negotiate inclusion of tech evaluation in yearly review.	None	Subs	Administrative Staff, Union	Tech Com. included in evaluation.

Appendix B

Bibliography

Michigan Department of Education. Educational Technology Planning. 2008-2009. 8 December 2008
        http://www.techplan.org.

Michigan Technology Standards:
http://www.michigan.gov/mde/0,1607,7-140-28753_33232_37328---,00.html

National Education Technology Plan 2010. Available from-
        http://www.ed.gov/technology/netp-2010.

NETS Standards: http://www.iste.org/AM/Template.cfm?Section=NETS

New CIPA Requirements Published in Federal Register:
        http://www.fundsforlearning.com/news/2011/09/new-cipa-requirements-published-federal-register

Redford Union Schools web site: http://www.redfordu.k12.mi.us

Six-Step Process in Creating a Technology Plan:
        http://dese.mo.gov/divimprove/instrtech/techplan/gettingstarted.htm

Appendix C

Redford Union Schools

USF E-rate Products/Services Funding Requests
Year 15 (2012-2013)

Redford Union Schools has applied for universal service discounts under the year 15 universal service support mechanism, E-rate. Redford Union Schools submitted the following products and/or services funding requests to the Schools and Libraries Division (SLD) and includes products and/or services requested through the Wayne RESA Consortium:

Telecommunications Services (Tier 1 Services)
Basic Telephone Service
Long Distance Service
Cellular Voice Service
Opt-e-Man to Wayne RESA

Internal Connections (Tier 2 Services)
Sharepoint and Lync Servers (Cisco UCS)
DNS Servers
Wireless Infrastructure
Network Routers and Switches
Telephone System Equipment

Internet Access (Tier 1 Services)
Cellular Data Service
Website Design & Hosting
Requested E-rate reimbursements FY15 (2012/2013)
      Tier 1 - $215,374.17
      Tier 2 - $835,722.14

E-Rate Receipts History

	Requested 2011	Received 2010	Received 2009
Local	8,694.00	8,797.48	7,079.69
POTS	7,027.42	7,099.58	3,562.04
Long Distance	2,987.80	5,287.78	1,855.82

RUTP July1, 2012 – June 30, 2015

Cell - Voice	4,977.97	4,906.78	2,132.56
Cell - Data	182.40	180.00	0.00
T1s	34,728.96	38,707.20	17,176.32
Opt-e-Man	78,751.20	82,896.00	44,968.20
Tier 2 – CTS (fiber connections)	n/a	12,355.20	0.00
Tier 2 – NetTech (data & wireless)	n/a	67,983.32	0.00
Tier 2 – NetTech (data & wireless)	n/a	Pending (102,116.49)	0.00
Total	137,349.75	228,213.34	76,774.63

Appendix D

Acceptable Use Policy

Redford Union School District #1

Policy #5801

ACCEPTABLE USE POLICY
USE OF TECHNOLOGY AND ELECTRONIC RESOURCES

The Board of Education recognizes that it is important for students to have access to electronics-based resources and master skills for their application to learning, problem solving, production of work, and the processing and presentation of information. The Board also recognizes that while these resources represent extraordinary learning opportunities and enriching educational materials, they also offer persons with illegal or unethical motives avenues for reaching those using resources. Additionally, these resources present tempting opportunities for users to explore areas that are either confidential, have restricted access or are inappropriate to the classroom or workplace. It is the policy of the Board of Education that the use of the technology and electronic resources of the Redford Union School District shall in all respects conform to and comply with applicable state and federal laws or regulations and shall be appropriate for our educational purpose and programs for students. It shall be the responsibility of the Superintendent of Schools and administrative staff of the School District to implement the Administrative guidelines.

ADMINISTRATIVE PROCEDURE: 4150   Adopted: January 20, 2012

ADMINISTRATIVE GUIDELINES

ACCEPTABLE USE OF TECHNOLOGY AND ELECTRONIC RESOURCES

Preamble

The Redford Union Schools District provides access to technology resources including access to the Internet. These resources allow interaction internally within the District and externally to systems located all over the world. These resources have a limited educational purpose. This purpose is to provide access to electronic resources to promote and enhance students, staff and board member learning, consistent with District educational goals and objectives. This acceptable use policy ensures that use of the network by students and staff and board members is done in an appropriate manner. Network use is a privilege and not a right. Users are obligated to respect and protect the rights of every other user and act in a responsible, ethical and legal manner. Failure to abide by this policy may result in loss of privileges, disciplinary action and or legal action, as described in the "Consequences & Disciplinary Action" section below.

District Resources

District technology resources consist of any two-way interactive communication device and voice/video, data, such as, but not limited to, telephones, computer hardware, computer software, District provided email addresses, communication lines and devices, graphing calculators, terminals, printers, CD-ROM devices, scanners, digital cameras, LCD projectors and any other technology devices. District electronic resources may consist of any electronic resource accessed by a user, including, but not limited to, the internet, including all online databases, programs, and features; electronic mail; online discussion groups; wikis; online chats; online forums; and all other electronic communication features.

Internet Safety Measures

The Superintendent shall be responsible for directing appropriate District technology staff, to bring all computers used by children and adults into full compliance with all federal requirements regarding Internet filtering software to assure that District discounts for Internet access and internal connections under the federal E-rate program are not jeopardized.

Student Internet activities will be monitored by the District to ensure that students are not accessing inappropriate sites. Each District computer with Internet access shall have a filtering device or software that locks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors.

Staff and Board Member, District internet and intranet activities may also be monitored to ensure compliance with the District's acceptable use policy, guidelines and the law and may also be searched and downloaded as part of the District's records.

Acceptable Use

The Superintendent of Schools shall determine the persons appropriate for use of the technology and electronic resources of the School District. Written procedures shall be developed for the determination and authorization of those persons for use of the technology and electronic resources of the School District in conformance with the Acceptable Use Policy of the Board of Education, Policy #5801 and the requirements of these guidelines. Those persons so authorized shall be referred to as "authorized individuals" hereafter in these guidelines. All authorized individuals shall be required to read, sign and submit the USER ACKNOWLEDGEMENT AND CONSENT FORM contained in Part X of these Administrative Guidelines prior to any use of the technology and electronic resources of the School District.

One fundamental need for acceptable use of School District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases, files and information banks. Personal passwords/account codes shall be created to protect authorized individuals utilizing electronic resources to conduct research or complete work.

When using the School District's Internet, email, or technology and/or the School District's electronic resources outside of school in ways that may impact the school community, students, staff and board members are expected to demonstrate the same courtesy and respect towards members of the community that they are expected to show at school. The school reserves the right to take disciplinary action, as outlined in the "Consequences & Disciplinary Action" section below, in cases where out-of-school use of the School District's internet, email, or technology and/or the School District's electronic resources has an impact on the school community or learning or work environment.

Authorized individuals having access to School District technology and electronic resources must consistently maintain a high degree of personal responsibility. The use of School District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and could lead to additional disciplinary action as described in the "Consequences & Disciplinary Action" section below. Each authorized individual who receives a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account may be suspended or closed, and further disciplinary action may be taken, pursuant to the "Consequences & Disciplinary Action" section below, upon the finding of misuse of School District technology and electronic resources by the authorized individual.

These passwords/account codes shall not be shared with others; nor shall authorized individuals use another person's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects authorized individuals from wrongful accusation of misuse of electronic resources or violation of School District policy, state or federal law. Access to technology and electronic resources are a limited and expensive resource.

Authorized individuals are allowed to conduct network-based activities, which are instructional or directly related to job performance as described and/or directed by the School District. Use unrelated to instruction or job performance ("personal use") shall comply with all applicable rules allowing such use and shall be prohibited in the absence of any rule allowing such use. Any rules allowing personal use will in no way interfere with the instructional or professional computer time and use for which the hardware and software are intended. Authorized individuals who misuse electronic resources or who violate laws may be, in addition to the loss of privileges, subject to disciplinary action as described in the "Consequences & Disciplinary Action" section below.

The use of the School District's technology and electronic resources are a privilege, which may be revoked at any time. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of another person's right to privacy; using another person's name to send or receive messages on the network; sending or receiving unauthorized personal messages; and use of the network for personal gain, commercial purposes or to engage in political activity for any candidate or proposition. In no event may the District's technology and electronic network system be used for non-instructional or non-work related purposes while on the job unless otherwise permitted herein.

Authorized individuals may not claim personal copyright privileges over files, data or materials developed by use of School District equipment or resources, nor use copyrighted materials without the permission of the copyright holder. Even though it is possible to download most materials authorized individuals shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (email) is a privilege and designed to assist authorized individuals in the acquisition of knowledge and in efficiently communicating with others. The School District email system is designed solely for instructional and job performances purposes. Email chain letters, online discussion groups, wikis, online chats, online forums, and other electronic communications features are not allowed, with the exception of those that are created by teachers or instructors for specific instructional purposes or by employees for specific work related communication. All use of email or the Internet that is not related to instruction or job performance is prohibited and subject to disciplinary action as described in the "Consequences & Disciplinary Action" section below. Additionally, School District administrative personnel may access and read any and all information (**including system histories**) transmitted or posted by users via

email, or the internet, including, but not limited to, discussion groups, wikis, chats, forums and other electronic communication features. Furthermore, by posting messages, uploading files, inputting data or engaging in any other form of communication through these applications a user grants the School District permission to use, modify, copy, distribute, transmit, publicly display, reproduce, and publish any such communication. The use of personally owned technology while on the job is subject to this policy and these guidelines and otherwise may only be used during authorized breaks or for emergency communications or legal, policy and guideline compliant communications that can only be reasonably conducted at such times.

Failure to abide by the Acceptable Uses described above may subject a user to consequences and/or disciplinary action as described in the "Consequences & Disciplinary Action" section below.

Unacceptable Uses

Authorized users who engage in investigatory activities commonly described as "hacking" are subject to loss of access privileges and discipline as described in the "Consequences & Disciplinary Action" section below. "Hacking" includes the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the School District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, authorized individuals are not permitted to obtain download, view or otherwise gain access to materials, which may be deemed unlawful, harmful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise prohibited under School District policy, guidelines or rules.

The School District administrative personnel reserves the right to review or remove files, limit or deny access, and refer authorized individuals for consequences and/or disciplinary action as described in the "Consequences & Disciplinary Action" section below.

Network Etiquette & Privacy

Authorized individuals are expected to abide by the generally accepted rules of electronic network etiquette for system users. These include, but are not limited to, the following:

1.   System users must be polite. They may not send abusive, insulting, harassing, or threatening messages to others.

2.   System users must use appropriate language. Language, which uses vulgarities or obscenities, libels others, or uses hostile, or discriminator epithets or references, is prohibited.

3.   System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, volunteers or other individuals during email transmissions.

4.   System users may not use the School District's electronic network in such a manner that would damage, disrupt or prohibit the use of the network by other users.

5.   System users must assume that all communications and information is public when transmitted via the network and may be viewed by other users or monitors. School District Administrators may access and read email on a random basis to monitor appropriate use..

6.   System users are prohibited from use of the School District's electronic network for unlawful purposes and such use will not be tolerated.

7.   System   users   must   immediately   report   to   their   immediate supervisor/administrator any violation of the District's acceptable use policy or guidelines.

Failure to abide by the generally accepted rules of electronic network etiquette may subject users to consequences or disciplinary action as described in the "Consequences & Disciplinary Action" section below.

Waiver of Warranty/Disclaimer

While the School District is providing access to electronic resources, it makes no warranties of any kind, whether expressed or implied, for the services it provides. The School District may not be held responsible for any damages suffered by any person while using these services. These damages include loss of data as a result of delays, non-delivery, missed delivery or service interruptions caused by unforeseen network problems or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The School District specifically denies any responsibility for the accuracy of information obtained through Internet services.

The District does not guarantee that materials stored on the system will be private. Network administrators may review the information stored on the system to determine whether it is being used properly.

Security

The Board of Education recognizes that security on the School District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusions into secure areas by those not permitted such privileges create a risk for all users of the information system. The account codes and passwords provided to each user are intended for the exclusive use of that

person. Any problems, which arise from the users sharing his/her password/account, are the responsibility of the account holder. Any misuse, including the use of an account by someone other than the registered holder, may result in the suspension or revocation of account privileges and other consequences or disciplinary action as described in the "Consequences & Disciplinary Action" section below.

All authorized individuals are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the teacher or school District administrator.

Vandalism of the Electronic Network or Technology System

Vandalism is defined as any malicious attempt to alter, harm or destroy equipment or data of another user, the School District information service, or the other networks that are connected to the Internet, whether successful or not. This includes, but is not limited to, the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the School District electronic network or technology system will result in the immediate loss of access privileges and other consequences and/or disciplinary action as described by the "Consequences & Disciplinary Action" section immediately below.

Consequences & Disciplinary Action

The consequences and/or disciplinary action for any user violating the School District's Acceptable Use Policy, Administrative Guidelines or any rules or procedures issued pursuant to the policy or guidelines for acceptable use, include but are not limited to one or more of the following:

- Suspension of network privileges
- Revocation of network privileges
- Suspension of Internet access
- Revocation of Internet access
- Suspension of computer access
- Revocation of computer access
- Restitution for replacement cost, cost for repair, cost of technician time
- Consequences pursuant to the Student Handbook (students only)
- Suspension from school (students only)
- Expulsion from school (students only)
- Disciplinary action up to and including dismissal (employees & volunteers only)
- Referral to law enforcement authorities for prosecution

REDFORD UNION SCHOOLS

ACCEPTABLE USE OF TECHNOLOGY
AND ELECTRONIC RESOURCES

X. USER ACKNOWLEDGEMENT FORM

I, _____, as an authorized individual user in the Redford Union School District, acknowledge that I have read the School District's Acceptable Use Policy and Administrative Guidelines and will comply with them. In addition, I acknowledge that the School District may review the electronic mail (email) files or messages sent to or received by me, using the School District's computer equipment or networks, etc., and hereby consent to the review of my electronic mail files by the School District's Administration personnel to monitor my compliance with the Acceptable Use Policy and Administrative Guidelines.

_____

Name (please print)

_____

Building

_____

Signature   Date