Honey Creek Community School
Technology Plan 2006-2009

Honey Creek Community School
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School No. 8241

Effective
July 2006 – June 2009

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HCCS TECHNOLOGY PLANNING TEAM

Name	*Position*
Matt Tunstall	HCCS Technology Specialist
Barbara Naess & Stephanie Boling	Grade K-1 Teachers
Mary Bassett & Beth Renner	Grade 2-3 Teachers
Teresa Gonzalez & Krista Early	Grade 4-5 Teachers
Joe Griffith, Jennifer Fiser & Jen Higgins	Middle School Teachers
Patrick Oates	HCCS Parent
Rex Crayne	HCCS Parent

Honey Creek Community School
Technology Plan 2006 - 2009

Introduction

MISSION

Honey Creek Community School's mission is to provide an education of the whole child, to integrate the different aspects of children's learning and lives so as to make them fuller and more meaningful. Honey Creek Community School (HCCS) offers an integrated, theme- and project-based curriculum which draws on experiences at home, in the school, and in the larger community, and which encourages parents and other community members to participate in the school and share their expertise. The interaction among students, teachers,, family members, and community members is designed to enable students to view their learning from a variety of different perspectives. The students learn to develop their own views within an understanding of their local and global communities and ecosystems. They learn how to meaningfully participate within a community.

BELIEFS

We believe that:

- People learn and grow best when the various aspects of their education and experience are integrated and interactive.
- Students are most effectively guided by "Expert Models", who participate in co-operative apprenticeships.
- Complex, situated learning environments and experiences enable all individuals to progress as successful, life-long learners.
- The development of co-operative learning strategies and the ability to work successfully as a team member are essential life skills.
- Understanding and appreciating differences and diversity are integral to becoming successful adults in our changing democracy and world.
- It is essential for children to understand themselves as active participants in their school and in their larger community.

BACKGROUND

Honey Creek Community School (HCCS), established in 1995, is a public, NCA accredited, educational institution sponsored by the Washtenaw Intermediate School District for children from kindergarten through eighth grade. HCCS is designed to guide the students in a multi-age setting emphasizing team and interpersonal skills, Academic Service-Learning, integrated academics, environmental studies and technology literacy. Housed at the High Point Center, we are located on 40 acres with nature trails, playgrounds, indoor heated pool and a shared campus

environment where our students interact with special-needs students and learn appreciation for those who are different from them. Each of our 140-150 students is a resident of Washtenaw County's ten school districts and is supported by 20+ full- and part-time staff members. Approximately 14% of the students participate in the free/reduced lunch program. The goals of HCCS are to nurture the child's positive self-image, to foster a keen enthusiasm for learning through meaningful community- and experience-based projects, and to develop a genuine appreciation and respect for the diversity in others and all life.

VISION

The HCCS Technology Plan is intended to enhance the instruction and education of its students through the full integration of technology in the school's theme and activity-based curriculum. Students, teachers, administration, and parents will use technology to locate, organize, analyze, share and creatively present information, enhancing communication and learning in the school community. At the end of this three-year cycle, it is our vision that technology will be fully integrated into the HCCS curriculum and will no longer be an individual, outside entity. Students will be fully functional in 1:1 computing and technology use. Communication amongst students, teachers, administration and parents will be seamless. Students, staff and parents will interact with technology without a thought. It will be an essential, valuable tool, like a pencil, that the members of the community will utilize to the best of their ability.

GOALS

All students of Honey Creek will:

- Be adept in the use of networked computers, information software, and educational software, which is an integral part of their learning experience.
- Use technology tools and resources to locate, organize, plan, manipulate, create and present information and/or data.
- To track AS-L hours and projects.
- Become responsible, effective information navigators, self-directed learners, and effective communicators in achieving their learning objectives.
- Learn to use 1:1 computing (e.g. PDA/Pocket PC) to effectively create, organize and share work to enhance their learning experience.

See ***Appendix A*** for Honey Creek's Continuous Progress Chart (CPC) Technology Benchmarks.

All teachers at Honey Creek will:

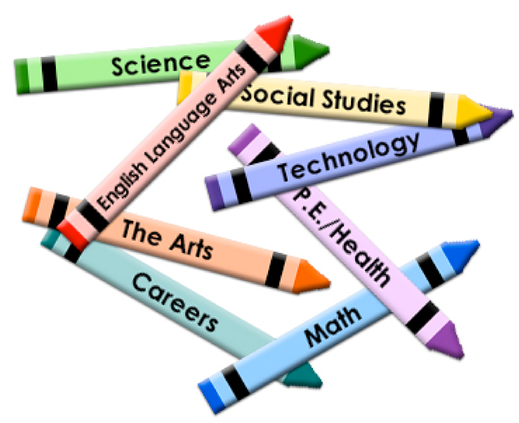
- Learn to fully integrate technology into their curriculum so that it is not a "stand alone" element.
- Submit electronic assessment charts of student learning using Continuous Progress Chart (CPC).
- Post weekly homework assignments and weekly lesson plans, tied to CPC benchmarks, on the school intranet.
- Use technology to analyze student assessment data as it relates to the School Improvement Plan goals and State and Federal mandates.

- Use technology for effective and frequent communication with the HCCS community to support students in achieving learning objectives.
- Provide individualized learning plans so students can achieve learning objectives.
- Use technology to increase productivity and efficiency.
- Use technology to create and track AS-L projects.
- Create assessments using technological resources to better assess student learning.

All administrative staff at Honey Creek will:

- Use technology to increase productivity and efficiency.
- Collect, analyze, and present information (e.g. reports, assessments) to meet School, State, and Federal goals and mandates.
- Use technology to communicate effectively, internally and externally, for school business.

I. Curriculum



INTEGRATION

Honey Creek has a comprehensive array of technology resources, which are used by students, teachers, and administration to meet the educational, instructional, administrative, Academic-Service Learning (AS-L) and school improvement goals of the school. These resources have been acquired through a number of grants over the past eleven years. The use of technology has become a partially integrated aspect of the daily classroom, AS-L, and home experience as students work with information. It provides a multitude of creative avenues for collection and communication of information. Students use technology resources to demonstrate what they have learned through effective presentations and projects, which are showcased at the school's Curriculum Nights and throughout their daily assignments. Honey Creek is currently at a level of only partial integration into its curriculum. Technology is currently used more as an accessory to our curriculum than an integration. After this three-year cycle, HCCS would have full integration of technology into its daily schedule and curriculum.

STUDENT ACHIEVEMENT

HCCS uses technology to address specific student learning objectives with targeted educational software programs like Compass Learning Odyssey and Scantron Performance Series℠.

Compass Learning Odyssey is an online, comprehensive learning software that aligns with the Michigan Curriculum Framework; enables personalized instruction and drill, reinforcement and practice opportunities; and provides the capability for diagnostic and pre and post unit assessment of student achievement. Since the summer of 2003, the Compass Learning Odyssey software has been used as one of HCCS's strategies to meet its School Improvement Goals. Scantron Performance Series℠ is a computer-adaptive test that automatically adapts to each student's instructional level. Performance Series gives educators an accurate snapshot of students' performance across a range of subjects and skills in far less time then traditional tests, allowing appropriate placement and tailored instruction right away. Students are tested at the beginning, middle and end of the school year, providing three strong data points for the teachers to gauge student achievement and identify areas of strength and need.

TECHNOLOGY DISTRIBUTION

Because of its small size, Honey Creek depends upon the use of technology to expand the educational resources made available to its students and staff. Honey Creek's use of technology enables teachers and students to reach beyond the classroom walls to explore distant places and sources of information via the Internet/email. Along with Compass Learning Odyssey, HCCS also utilizes Grolier Online Passport and Discovery Education's Video-On-Demand. Washtenaw Intermediate School District (WISD) and Livingston Educational Service Agency (LESA) have worked closely with the school districts in Washtenaw and Livingston Counties to provide access to these two digital online resources. Grolier Online Passport is an online digital resource published by Scholastic Library Publishing, Inc., a division of Scholastic Inc. It includes seven encyclopedia databases: Encyclopedia America, Grolier Multimedia Encyclopedia, The New Book of Knowledge, La Nueva Enciclopedia Cumbre, America the Beautiful, Lands and Peoples, and The New Book of Popular Science. United Streaming is a scientifically proven, award-winning educational video streaming service. Providing over 44,000 video clips, quizzes, a resource center for teachers and writing prompts, United Streaming is correlated to Michigan's Standards. United Streaming also fulfills all mandates set by No Child Left Behind.

HCCS PARENTAL & COMMUNITY RELATIONS

Honey Creek teachers and administration use the school's technology resources daily to communicate with parents and the community through email, phone, the school web site, document sharing, presentations, and newsletters. Technology enables quick, efficient, and creative communication, which are instrumental in Honey Creek's achievement of its mission and goals. Examples of this are board minutes, lesson plans, AS-L logs, homework assignments, and the HCCS Technology Plan posted on the school's web site.

HCCS COLLABORATION

Honey Creek is chartered by and resides on the campus of the Washtenaw County Intermediate School District (WISD). It is housed in the High Point School Building with special needs students up to the age of 26, and two preschool programs: Gretchen's House and Ann Arbor Preschool. Honey Creek and High Point collaborate to integrate their programs in many areas of learning and daily experiences for the enrichment of both student populations.

II. Professional Development

STRATEGIES & OFFERINGS

All Honey Creek teachers will be knowledgeable and adept at using the school's technology resources in order to instruct and assess students in the integrated use of these resources in their classroom. Teachers will be able to fully integrate technology resources into their curriculum and make the use of technology a seamless transition. Fully integrated refers to some aspect of technology being involved in each area of a teacher's curriculum. Professional Development classes will be taught by the Technology Specialist or technology representatives to teachers throughout the school year to enable them to acquire the necessary knowledge and usage skills. The classes will highlight the application of technology tools and resources to meet the goals and objectives of the school and will demonstrate ways to effectively integrate their use into the classrooms and curriculum. HCCS's strategy addresses National Educational Technology Standards (NETS) for students, teachers, and administration.

The onsite Technology Specialist is readily available throughout the school year to collaborate with all the teachers, students and staff on a daily basis to support their use of the technology resources.

The onsite Technology Specialist will meet with teachers and staff at the end of the school year to plan and discuss technology integration into lessons and curriculum. This will give the teachers and staff the knowledge and tools to prepare appropriate lessons that envelope the technology available at HCCS.

See ***Appendix B*** for Honey Creek's Technology Resources - Annual Development Schedule

SUPPORTING RESOURCES

HCCS provides manuals and printed reference material on the use of technology tools on the school's intranet as well as for checkout via the media center's library system. The WISD's REMC is on the same campus and provides another wealth of resources to assist teachers and staff in developing their knowledge and skills in the effective, integrated use of technology to meet school goals and objectives. Technology-adept parents are active in assisting students and staff in the use of technology for projects and activity centers. Within the next two years, HCCS is planning on providing its community with an interactive help page for all of the technology resources available at the school. Members will be able to access this information through the HCCS website from any internet browser. This will allow for quick, easy access to necessary information on technology use, troubleshooting and/or support.

III. Infrastructure, Hardware, Technical Support, & Software

TECHNOLOGY RESOURCES AT HONEY CREEK

Honey Creek's technology configuration is primarily Macintosh-based, with three PC-compatible Windows machines for administrative staff use. All computers are connected via a twisted-pair TCP/IP Ethernet system. A wireless configuration, consisting of seven Airport stations, is also in use at Honey Creek by the mobile lab, teacher laptops, and some of the classroom desktop units. Software applications are chosen based on the availability of multiple platform implementations and/or World Wide Web browser interfaces to ensure compatibility and availability on any of the school workstations and mobile lab. Software ranges from system software to programs such as, but not limited to:

- Microsoft Office (Word, Powerpoint & Excel)
- Claris Homepage
- Write Out Loud
- Kid Pix®
- Hyperstudio
- Adobe® Creative Suite Family
- Grolier Online Passport®
- Filemaker
- CoWriter® SOLO
- Graph Club®
- Inspiration®
- Print Explosion®
- Compass Learning Odyssey®
- Discovery Education's United Streaming™
- Special Education Software such as, but not limited to, Mind Reading & Earobics.

Each classroom has a minimum of one networked computer to every six students and networked access to 2 LaserJet printers and a color LaserJet printer. A 20-unit mobile lab is also available for checkout to provide 1:1 computing when necessary. Scanners, digital cameras, two digital video cameras, a VHS video camera, a television, VCR & DVD player, Lego Mindstorm Robolab™, Alphasmarts®, and electronic microscopes are also available for checkout by classroom teachers. The school has an online library system (Winnebago Circ/CAT) accessible from all networked computers. HCCS's technology hardware and software resources, which are available for checkout, are inventoried in the library system.

TECHNOLOGY ACCESS

Honey Creek Community School:

- Provides each teacher, staff member and administrator with access (phone, laptop/desktop computer) to voicemail, e-mail, administrative and educational software, the library system, the Internet and web based technology.
- Provides each student with a network account for access to application software, the Internet, the library system, and web-based technology to produce their own electronic portfolio and to access worldwide resources.
- Acquires effective and engaging educational and research software to be used as an integral part of the school's curriculum.
- Provides teachers and staff the training and support that they need to effectively use technology and help students learn through the use of technology.
- Provides networked computers for classrooms to maintain a minimum of 1 computer to 6 students.
- Provides a mobile computer lab to ensure 1:1 computing per classroom when checked out.
- Upgrades and/or replaces technology as needed to ensure continued effective access and use of software and network resources.

Students have access to their classroom computers on a scheduled basis for specific learning modules and projects. They also have access during “free time” and in the aftercare program if they are enrolled. Digital cameras, video cameras, scanners, etc. are available on an as needed basis and can be checked out from the Technology Specialist’s office.

It is the hope of HCCS to be able to implement a stationary computer lab (consisting of desktop units, 15-20), in a room of the High Point building, to encourage and strengthen 1:1 technology in conjunction with the 20-unit mobile lab within this next 3-year cycle. This lab would be a joint lab to be shared between HCCS and High Point School. Assistive technology would be incorporated and cross-curricular activities between the two programs would be shared in this space.

IV. Funding and Budget

BUDGET AND TIMETABLE

Honey Creek has acquired a rich and comprehensive infrastructure of technology resources that will help us meet the vision and goals of this technology plan. The challenge currently facing HCCS, due to our small size, is the lack of sufficient operating funds to adequately provide for planned replacement and therefore ongoing sustainability of its equipment resources. Grants will be researched and used for additional purchases and/or replacement options. As far as repairs are concerned, when possible volunteer efforts will be utilized and budget monies will be used for those costs not covered by these efforts. For the next 3 years, Honey Creek will be concentrating on increasing the effective use and better, full integration of its technology resources into the curriculum for all grade levels. HCCS will continue to utilize volunteer efforts to augment any support needs that cannot be provided by current staffing levels.

See ***Appendix C:*** Honey Creek Technology Budget Plans - 2006-2009
See ***Appendix D:*** HCCS Technology Hardware Replacement Requirements

COORDINATION OF RESOURCES

Honey Creek currently pays for its phone service and Internet access within its rent to the WISD. HCCS will continue to assess this for any changes on an annual basis.

Honey Creek reviews potential grants from many sources on an annual basis. It has acquired nearly all of its current technology hardware and software through successful grant applications. HCCS will continue to research grants for possible funding for future resources. HCCS will also investigate possible partnerships with local businesses for technology resources and/or monies.

Ongoing sustainability and planned replacement and upgrade to equipment are currently Honey Creek's most pressing funding challenges for its technology plan. Wish lists for any new or additional equipment cannot be considered until this need is met.

It is one of the responsibilities of the Technology Specialist to coordinate state and local resources to implement activities and acquisitions as prescribed in this technology plan.

V. Monitoring and Evaluation

EVALUATION

This plan will be reviewed and updated quarterly as an integral part of the school improvement planning process. Pre- and post-assessment of student learning will be used to evaluate the effectiveness of the Compass Learning Odyssey® software as a strategy to meet the school improvement goals.

Annual teacher evaluations include evaluation of the depth and breadth of their progress and success in fully integrating the use of technology into the classrooms and curriculum to meet student learning objectives and school improvement goals. It is the goal of this technology plan that, at the end of this cycle, teachers will have some aspect of technology involved across their entire curriculum.

Educator and parent evaluations of the school's winter and spring Curriculum Celebrations include input on the demonstrated integration of technology into the curriculum and student learning achievement.

The Technology Planning Committee, comprised of representatives from teachers, administration, technology support staff, and parents, will meet every month to plan for, support, review, and evaluate the school's integrated use of technology in the classroom and offices to meet school, State, and Federal goals and objectives.

ACCEPTABLE USE POLICY

Honey Creek's Acceptable Use Policy is posted on the school's web site at:

http://hc.wash.k12.mi.us/tech/policy.html.

Students, teachers, staff, and parents are required to sign this form at the beginning of each school year.

See Appendix E: Honey Creek Community School's Student Technology Acceptable Use Policy

Honey Creek currently requires that teachers and the technology specialist monitor student usage through Macintosh Manager, which enables access to student Internet history. Student email accounts will be provided through a school approved email company, which monitors and filters subjects and contents. The HCCS Technology Specialist is currently researching possible candidates to provide this service. In the past, HCCS has used www.gaggle.net.

In the summer of 2003, Honey Creek activated a proxy server, through the WISD, to provide the filtering and protection measures required by the Children's Internet Protection Act (CIPA).

APPENDIX A

Honey Creek CPC Technology Benchmarks for Students

Honey Creek Community School's technology benchmarks are those benchmarks stated by the Michigan Educational Technology Standards (METS) and align with No Child Left Behind (NCLB).

Early Elementary (K-2)

BASIC OPERATIONS AND CONCEPTS

- Understand and identify the many types of technologies in their daily lives.
- Recognize, name, label & identify the functions of the major components in a computer.
- Discuss the basic care of computer hardware and various media types.
- Use various age-appropriate technologies for gathering and sharing information.
- Recognize the functions of basic file menu commands (e.g., new, open, close, save, print)
- Proofread & edit their writing using appropriate resources and a class developed checklist.

SOCIAL, ETHICAL, AND HUMAN ISSUES

- Identify common uses of information and communication technologies
- Discuss advantages and disadvantages of using technology
- Recognize that using a password helps protect the privacy of information
- Discuss scenarios describing acceptable and unacceptable uses of age-appropriate technology (e.g., computers, phones, 911, internet, email) at home or at school
- Discuss the consequences of irresponsible uses of technology at home or at school
- Understand that technology is a tool to help complete a task and is a source of information, learning, and entertainment
- Identify places in the community where one can access technology

TECHNOLOGY PRODUCTIVITY TOOLS

- Use a variety of productivity software (e.g., word processors, drawing tools, presentation software) to convey ideas and illustrate concepts
- Recognize the best type of productivity software to use for certain age-appropriate tasks (e.g., word processing, drawing, web browsing)
- Be aware of how to work with others when using technology tools (e.g., word processors, drawing tools, presentation software) to convey ideas or illustrate simple concepts relating to a specified project

TECHNOLOGY COMMUNICATIONS TOOLS

- Identify procedures for safely using basic telecommunication tools (e.g., e-mail, phones) with assistance from teachers, parents, or student partners

- Know how to use age-appropriate media (e.g., presentation software, newsletters, word processors) to communicate ideas to classmates, families, and others
- Know how to select media formats (e.g., text, graphics, photos, video), with assistance from teachers, parents, or student partners, to communicate and share ideas with classmates, families, and others

TECHNOLOGY RESEARCH TOOLS

- Know how to recognize a Web browser and associate it with accessing resources on the internet
- Use a variety of technology resources (e.g., CD-ROMs, DVDs, search engines, websites) to locate or collect information relating to a specific curricular topic with assistance from teachers, parents, or student partners
- Interpret simple information from existing age-appropriate electronic databases (e.g., dictionaries, encyclopedias, spreadsheets) with assistance from teachers, parents, or student partners
- Provide a rationale for choosing one type of technology over another for completing a specific task

TECHNOLOGY PROBLEM-SOLVING AND DECISION-MAKING TOOLS

- Discuss how to use technology resources (e.g., dictionaries, encyclopedias, search engines, websites) to solve age-appropriate problems
- Identify ways that technology has been used to address real-world problems

Later Elementary (3-5)

BASIC OPERATIONS AND CONCEPTS

- Discuss ways technology has changed life at school, home and in business and government over the years
- Recognize and discuss the need for security applications (e.g., virus detection, spam defense, popup blockers, firewalls) to help protect information and to keep the system functioning properly
- Use basic input/output devices and other peripherals (e.g., scanners, digital cameras, video projectors)
- Know proper keyboarding positions and touch-typing techniques
- Manage and maintain files on a hard drive or the network
- Demonstrate proper care in the use of hardware, software, peripherals, and storage media
- Know how to exchange files with other students using technology (e.g., e-mail attachments, network file sharing, diskettes, flash drives)
- Identify which types of software can be used most effectively for different types of data, for different information needs, or for conveying results to different audiences
- Identify search strategies for locating needed information on the internet
- Proofread and edit writing using appropriate resources (e.g., dictionary, spell check, grammar check, grammar references, writing references) and grade level appropriate checklists both individually and in groups

SOCIAL, ETHICAL, AND HUMAN ISSUES

- Identify cultural and societal issues relating to technology
- Discuss how information and communication technology supports collaboration, productivity, and lifelong learning
- Discuss how various assistive technologies can benefit individuals with disabilities
- Discuss the accuracy, relevance, appropriateness, and bias of electronic information sources
- Discuss scenarios describing acceptable and unacceptable uses of technology (e.g., computers, digital cameras, cellphones, PDAs, wireless connectivity) and describe consequences of inappropriate use
- Discuss basic issues regarding appropriate and inappropriate uses of technology (e.g., copyright, privacy, file sharing, spam, viruses, plagiarism) and related laws
- Use age-appropriate citing of sources for electronic reports
- Identify safety precautions and appropriate kinds of information that should be shared while online
- Explore various technology resources that could assist in pursuing personal goals
- Identify technology resources and describe how those resources improve the ability to communicate, increase productivity, or help achieve personal goals

TECHNOLOGY PRODUCTIVITY TOOLS

- Know how to use menu options in applications to print, format, add multimedia features; open, save, manage files; and use various grammar tools (e.g., dictionary, thesaurus, spell-checker)
- Know how to insert various objects (e.g., photos, graphics, sound, video) into word processing documents, presentations, or web documents
- Use a variety of technology tools and applications to promote creativity
- Understand that existing (and future) technologies are the result of human creativity
- Collaborate with classmates using a variety of technology tools to plan, organize, and create a group project

TECHNOLOGY COMMUNICATIONS TOOLS

- Use basic telecommunication tools (e.g., e-mail, web conferencing) for collaborative projects with other students
- Use a variety of media and formats to create and edit products to communicate information and ideas to various audiences
- Identify how different forms of media and formats may be used to share similar information, depending on the intended audience (e.g., presentations for classmates, newsletters for parents, etc.)

TECHNOLOGY RESEARCH TOOLS

- Use Web search engines and built-in search functions of other resources to locate information
- Describe basic guidelines for determining the validity of information accessed from various sources (e.g., web site, dictionary, on-line newspaper, CD-ROM)
- Know how to independently use existing databases (e.g., library catalogs, electronic dictionaries, encyclopedias) to locate, sort, and interpret information on an assigned topic

- Perform simple queries on existing databases and report results on an assigned topic
- Identify appropriate technology tools and resources by evaluating the accuracy, appropriateness, and bias of the resource
- Compare and contrast the functions and capabilities of the word processor, database, and spreadsheet for gathering data, processing data, performing calculations, and reporting results

TECHNOLOGY PROBLEM-SOLVING & DECISION-MAKING TOOLS

- Use technology resources to access information that can assist in making informed decisions about everyday matters (e.g., which movie to see, which product to purchase)
- Use information and communication technology tools (e.g., calculators, probes, videos, DVDs, educational software) to collect, organize, and evaluate information to assist with solving real-life problems (personal or community)

Middle School (6-8)

BASIC OPERATIONS AND CONCEPTS

- Use proper keyboarding posture, finger positions, and touch-typing techniques to improve accuracy, speed, and general efficiency in operating a computer
- Use appropriate technology terminology
- Use a variety of technology tools (e.g., dictionary, thesaurus, grammar-checker, calculator) to maximize the accuracy of technology-produced products
- Understand that new technology tools can be developed to do what could not be done without the use of technology
- Describe strategies for identifying and preventing routine hardware and software problems that may occur during everyday technology use
- Identify changes in hardware and software systems over time and discuss how these changes affected various groups (e.g., individuals, education, government, and businesses)
- Discuss common hardware and software difficulties and identify strategies for trouble-shooting and problem solving
- Identify characteristics that suggest the computer system hardware/software might need to be upgraded
- Identify a variety of information storage devices (e.g., floppies, CDs, DVDs, flash drives, tapes) and provide a rationale for using a certain device for a specific purpose
- Identify technology resources that assist with various consumer-related activities (e.g., budgets, purchases, banking transactions, product descriptions)
- Identify appropriate file formats for a variety of applications
- Use basic utility programs or built-in application functions to convert file formats
- Proofread and edit writing using appropriate resources (e.g., dictionary, spell check, grammar check, grammar references, writing references) and grade level appropriate checklists both individually and in groups

SOCIAL, ETHICAL, AND HUMAN ISSUES

- Understand the potential risks and dangers associated with on-line communications
- Identify security issues related to e-commerce

- Discuss issues related to acceptable and responsible use of technology (e.g., privacy, security, copyright, plagiarism, spam, viruses, file-sharing)
- Describe possible consequences and costs related to unethical use of information and communication technologies
- Discuss the societal impact of technology in the future
- Provide accurate citations when referencing information from outside sources in electronic reports
- Use technology to identify and explore various occupations or careers
- Discuss possible uses of technology to support personal pursuits and lifelong learning
- Identify uses of technology to support communication with peers, family, or school personnel

TECHNOLOGY PRODUCTIVITY TOOLS

- Apply common software features (e.g., thesaurus, formulas, charts, graphics, sounds) to enhance communication and to support creativity
- Use a variety of technology resources to increase learning and productivity
- Explore basic applications that promote creativity (e.g., graphics, presentation, photo-editing, programming, video-editing)
- Use available utilities for editing pictures, images, or charts
- Use collaborative tools to design, develop, and enhance materials, publications, or presentations

TECHNOLOGY COMMUNICATIONS TOOLS

- Use a variety of telecommunication tools (e.g., e-mail, discussion groups, video-conferences, web conferences) or other online resources to collaborate interactively with peers, experts, and other audiences
- Create a project (e.g., presentation, web page, newsletter, information brochure) using a variety of media and formats (e.g., graphs, charts, audio, graphics, video) to present content information to an audience

TECHNOLOGY RESEARCH TOOLS

- Use a variety of Web search engines to locate information
- Evaluate information from various online resources for accuracy, bias, appropriateness, and comprehensiveness
- Identify types of internet sites based on their domain names (e.g., edu, com, org, gov, au)
- Know how to create and populate a database and then create simple reports from it
- Perform queries on existing databases
- Evaluate new technology tools and resources and determine the most appropriate tool to use for accomplishing a specific task

TECHNOLOGY PROBLEM-SOLVING & DECISION-MAKING TOOLS

- Use database or spreadsheet information to make predictions, develop strategies, and evaluate decisions to assist with solving a basic problem
- Describe the information and communication technology tools to use for collecting information from different sources, analyze findings, and draw conclusions for addressing real-world problems

APPENDIX B

Honey Creek Technology Resources - Annual Development Schedule

							Teachers Development			********** Student Development **********									
	********** Students **********				Teachers	Admin	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
	K-1st	2nd-3rd	4th-5th	6th-8th			***As Needed***		Inservice										
Appropriate Use Form	X	X	X	X	X	X													
Basic Use of: Computers	X	X	X	X	X	X													
Keyboarding	X	X	X	X															
Use Technology to locate, store, analyze, share, and present information and to increase knowledge in:																			
Hyperstudio	X	X			X														
Word Processing - MS Word		X	X	X	X	X													
Alphasmart	X	X	X	X	X	X													
Powerpoint		X	X	X	X	X													
Excel			X	X	X	X													
Publishing Software				X	X	X													
Library System - Circ/CAT	X	X	X	X	X	X													
Internet Searching		X	X	X	X	X													
Web Pages				X	X	X													
Databases - Filemaker Pro				X	X	X													
Online Encylopedia	X	X	X	X	X	X													
Digital Cameras		X	X	X	X	X													
Video Cameras			X	X	X	X													
iMovie				X	X	X													
iPhoto			X	X	X	X													
E-mail				X	X	X													
Graph Club	X	X	X		X	X													
Kid Pix	X	X			X	X													
Scanners			X	X	X	X													
Use Technology to achieve:																			
Compass Learning Odyssey	X	X	X	X	X	X													
Scantron Performance Series		X	X	X	X	X													
Use various software to enhance learning as additional resources																			
Reading	Opt	Opt	Opt	Opt	X														
Writing	Opt	Opt	Opt	Opt	X														
Math	Opt	Opt	Opt	Opt	X														
Social Studies	Opt	Opt	Opt	Opt	X														
Theme-related	Opt	Opt	Opt	Opt	X														
Science	Opt	Opt	Opt	Opt	X														
Art	Opt	Opt	Opt	Opt	X														
Music	Opt	Opt	Opt	Opt	X														
World Language	Opt	Opt	Opt	Opt															
Use technology to meet school expectations																			
Electronic Lesson Plans					X	X													
Electronic Assessments					X	X													
Data Analysis					X	X													
Electronic Scheduling					X	X													
Effective communication					X	X													
Full Curriculum Integration					X	X													

Appendix B lays out the development schedule for technology instruction for students and staff for the next three school years. It covers all hardware and software that is being used at Honey Creek Community School. Teachers and staff receive most of their professional development on these technology items during the in-service period in August. Students receive their instruction on these items in short periods scattered over the course of the school year. This allows thorough instruction in the technology resource and enhances future integration into curriculum.

Appendix C

Honey Creek Budget Plans 2006-2009

	2006-07	2007-08	2008-09
Full-Time Technology Specialist w/benefits	$39,392.81	$40,574.60	$41,791.84
Maintenance/Replacement of Equipment	$4,000.00	$5,000.00	$5,000.00
Compass Learning Annual Software License	$10,000.00	$2,500.00	$2,500.00
Software Upgrades	$1,000.00	$1,000.00	$1,000.00
Supplies	$4,000.00	$4,000.00	$4,000.00
Phone Service - included in rent from WISD			
Internet Access - included in rent from WISD			
TOTAL Operating Costs	**$58,392.81**	**$53,074.60**	**$54,291.84**

NOTES:

- The cost for Compass Learning Odyssey® drops significantly in 2007-08 due to the fact that after 2006-07 we will "own" it. Therefore, the only costs we will incur are for Compass Learning hosting the technology and for support.

- Funding for equipment replacement/repair is not sufficient enough to fully address the projected need over the next 3 years.

- Funding needs for enhancements to CPC (addressed through grants/volunteer support)
    - Combining all grade levels into one continuous, flowing chart
    - Connection between lesson plans, benchmarks and student learning assessments

- The following wish list for additional equipment will only be addressed after current equipment needs/repairs/replacements are met.
    - A 2nd LCD Projector
    - Electronic Whiteboard(s)
    - 2nd Mobile iBook lab

Appendix D

HCCS Technology Hardware Replacement Plans 2006-2009						
		Count	Replacement Cycle in Years	Replacement Cost	Annual Replacement Count	Annual Replacement Costs
Workstations	**Classroom**					
	Early El Workstations (2)	6				
	Middle El Workstations (2)	8				
	Later El Workstations (2)	6				
	Middle School Classrooms (3)	11				
		31	5	$649	6.2	**$4,023.80**
	Administration					
	Director	**1**	**5**	**$1,199**	0.2	$239.80
	Assistant Director	1	5	$600	0.2	$120.00
	Assistant Director Assistant	1	5	$600	0.2	$120.00
	Administrative Assistant	1	5	$1,199	0.2	$239.80
	Afterschool Programs / AS-L Director	1	5	$1,049	0.2	$209.80
	Technology Specialist	2	5	$1,049	0.4	$419.60
	Media Center					
	Library System Workstation	1	5	$649	0.2	$129.80
	Other Workstation	1				
	Other					
	Specials Teachers	1	5	$1,049.00	0.2	$209.80
	Support Staff (Speech/Social Work/TC)	2	5	$1,049.00	0.4	$419.60
	Older Machines (not in use)	6	N/A			
	TOTAL					**$6,132.00**
Laptops	**Teacher Computers**					
	Early El Laptops	2	5	$1,049.00	0.4	$419.60
	Middle El Laptops	2	5	$1,049.00	0.4	$419.60
	Later El Laptops	2	5	$1,049.00	0.4	$419.60
	Middle School Laptops	3	5	$1,049.00	0.6	$629.40
	Portable Lab Equipment					
	Laptops (iBooks)	20	5	$1,049.00	4	$4,196.00
	Other					
	Laptops (Powerbooks) - old	3	N/A			
	TOTAL					**$6,084.20**
Printers	Modulars (Middle School & Later El)	1	4	$1,000.00	0.25	$250.00
	Media Center	2	4	$1,000.00	0.5	$500.00
	Administration Offices	3	5	$1,000.00	0.6	$600.00
	TOTAL					**$1,350.00**
Other Equipment	Digital Cameras	4	3	$200	1.33	$266.00
	Video Camera (Analog - VHS)	1	N/A			
	Video Camera (Digital)	2	5	$600.00	0.4	$240.00
	TV/VCR/DVD	2	5	$300	0.4	$120.00
	Scanners	2	5	$125.00	0.4	$50.00
	LCD Projector	1	5	$3,000.00	0.2	$600.00
	Winnebago Laser Barcode Reader	1	6	$800.00	0.16	$128.00
	Alphasmart 2000/3000	43	6	$249.00	7.16	$1,782.84
	Zip Drive	1	N/A	$		$
	Superdisk Drive	1	N/A	$		$
	DLT Tape Drive	1	N/A	$		$
	CD ROM-RW	1	N/A	$		$
	TOTAL					**$3,186.84**
Network Equipment	Ethernet Hubs	9	6	$70.00	1.5	$105.00
	Airport Wireless Hubs	7	4	$199.00	1.75	$348.25
	TOTAL					**$453.25**
Servers	File Server (G4 Macintosh)	1	4	$3,499.00	0.25	$874.75
	Library/Email/Web Server (G3 PowerPC)	1	N/A			$
	400GB External Hard Drive (File Server)	1	5	$300.00	0.2	$60.00
	TOTAL					**$934.75**
	GRAND TOTAL					**$22,164.84**

Appendix E

Honey Creek Community School

Student Technology* Acceptable Use Policy

Revised February 20, 2003

Honey Creek Community School 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 student learning consistent with school educational goals and objectives. This acceptable use policy ensures that use of the network by students 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. Users are expected to:

1. Ask permission to access the Internet and/or email from an adult.
2. Respect others while they are using the computer.
3. Ask for help when you do not understand something about the computer.
4. Respect the computer environment by not eating, drinking, using glue or using magnets around the computer.
5. Ask permission to print from an adult.
6. Respect others by using only appropriate language.
7. Respect the work of other authors. If you use their words, include their name.
8. Keep your password private. It should only be shared with your teachers and parents.
9. Use the computers under your own login name only.
10. Use the Internet for appropriate learning activities.
11. Protect your identity when using e-mail or web pages by not including your full name, address, phone number or photograph.
12. Use only school-approved e-mail systems (gaggle.net or school-issued) for assignments, correspondences, etc. *Use of personal email sites such as hotmail.com, msn.com, yahoo.com, aol.com, etc, will not be permitted on school properties.*

Violating or demonstrating the intent to violate any of the guidelines set forth in this acceptable use policy may lead to disciplinary action. Depending on the nature and severity of the policy violation or number of past violations, Honey Creek Community School may take one or more of the following disciplinary

actions (possible consequences may be, but are not limited to, the following):

1. Restriction or loss of use of technology resources and/or privileges
2. Restitution
3. Law enforcement notification / legal action

The above rules have been explained to me and discussed. I understand these guidelines and agree to follow them.

_____ _____

Student Signature Date

I have discussed these guidelines with my child and my child understands and agrees to follow them.

_____ _____

Parent Signature Date

*Technology refers to any technology device used at Honey Creek Community School including scanners, digital cameras, software, video cameras, computers and printers.

Appendix F

Honey Creek Community School
Network and Internet Access Acceptable Use Policy

The purpose of this agreement is to provide network, electronic mail and internet access, hereinafter referred to as Network, for educational purposes to the staff and adult volunteers. As such, this access will assist in the collaboration and exchange of information, increase productivity, efficiency and effectiveness of employees and students, and enhance information gathering and communication skills. The use of School and/or Network resources is for the purpose of support of the instructional/administrative programs and operations, telecommunications and general information. The intent of this agreement is to ensure that the employees/volunteers will comply with all Network acceptable use policies approved by Honey Creek Community School. In exchange for the use of the Honey Creek Community School resources, I understand and agree to the following:

A. The use of the Network is a privilege, which may be revoked by the School. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or introduction of harmful programs on or through the computer system in either public or private files or messages. The School reserves the right to remove files and to limit or deny access.

B. The School may require demonstrated proficiency on system software and network prior to authorizing use of the Network. Training shall be provided for all employees and volunteers.

C. Honey Creek reserves all rights to any material stored in files and will remove any material, which the school, at its sole discretion, believes, may be unlawful, obscene, pornographic or discriminatory. An Employee/Volunteer will not use his/her Honey Creek approved computer account/access to obtain, view, download or otherwise gain access to such materials.

D. All information services and features contained on Honey Creek resources are intended for official school business use by its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying not authorized by the school), in any form, is expressly forbidden.

E. Honey Creek and/or Network resources are intended for the exclusive use by their registered users. The Employee/Volunteer is responsible for the use of his/her account and password and/or access privilege. Use of an account by someone other than the registered account holder is prohibited.

F. Misuse of the account may result in suspension of account privileges and/or other disciplinary action determined by the School. Misuse shall include, but not be limited to, seeking information on, obtaining copies of, or modifying files, data or passwords

belonging to others or misrepresenting oneself as another user; disrupting the operation of the Network through abuse of the hardware or software and/or interfering with others' use of the Network; illegal installation of copyrighted software or unauthorized downloading, copying or use of licensed or copyrighted software.

G. The School does not warrant that the functions of the Network will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation or inability to use the Network.

H. The School reserves the right to monitor computer use and to monitor fileserver space utilization by users. The School reserves the right to remove a user account on the Network. The Employee/Volunteer shall diligently delete old email messages from the individual mail directory to avoid excessive use of the electronic mail disk space.

I. The School agrees that in the event an Employee/Volunteer is disciplined due to a violation of this agreement, it will provide access to all information gathered or recovered by the School to facilitate processing a grievance, including any deleted files recovered by the School.

J. Employees/Volunteers may not disclose, use and disseminate personal identification information regarding minors via the Network.

K. In compliance with the Children's Internet Protection Act (CIPA) and Michigan PA212, the agency may filter Network access that protects children from child pornography, obscene materials or materials harmful to minors, and adults from child pornography and obscene materials at schools and libraries.

In consideration for the privilege of using the School and/or Network resources, and in consideration for having access to the information contained on the Network, I hereby release Honey Creek Community School, the Network operators and administration from any and all claims of any nature arising from my use, or inability to use the School and Network resources. I agree to abide by such rules and regulation of system usage as may be further added from time to time by the School and/or Network Administration.

Employee/Volunteer Name (printed) _____ Date _____

Employee/Volunteer Signature _____

Date: 05/17/2006