

Technology Plan

July 1, 2009- June 30, 2012

Memphis Community Schools

School Code 74-120

St. Clair County RESA

District Contacts:

Nancy Thomson

810-392-2125 ex. 521

nthomson@memphisk12.org

Fax 810-392-2324

Brian Gerstenberger

810-392-2151 ex. 228

bgerstenberger@memphisk12.org

Fax 810-392-3416

Memphis Community Schools

34110 Bordman Road

Memphis, Michigan 48041

<http://www.memphisk12.org/downloads/technplan.pdf>

Technology Plan Introduction

The Technology Plan for Memphis Community Schools has been and continues to be developed by the District School Improvement Team, Teachers, Administrators, District Technology Coordinator, and consultants from the Intermediate School District. The District Plan is a three-year plan including 2009-2012 school years.

Our belief is that technology should not be a separate entity, but blended into our very existence in our learning community. Our plan for technology is a working document that allows for changes to take place as needs and opportunities arise for us to continue to provide the most up-to-date advances in technology to our school population.

The future will require that students be knowledgeable and proficient in the use of technology available in today's world. Through education of these technologies we will provide students with the ability to adapt to change, solve problems, make decisions, and think creatively. Education in the area of technology will provide students with knowledge to understand what technology can and cannot do in our complex society and serves as the interdisciplinary link with other curricular areas.

Demographics

The Memphis School District is approximately 60 square miles in area and lies in the southeastern portion of Michigan. It includes all of the City of Memphis and portions of the Townships of Columbus, Kenockee, Kimball, Riley, and Wales within St. Clair County and a portion of the Township of Richmond within Macomb County. The school District is 22 miles southwest of the City of Port Huron and 45 miles northeast of the city of Detroit. The current population within the School District's boundaries is estimated to be 5,000. The Memphis School District consists of High School with 320 students, a Junior High School with 265 students, and an Elementary School with 468 students enrolled. Adventures Daycare and Preschool programs are also held in the district. Memphis Community Schools is comprised of a 94% white, 3% African American and 2% Asian student population. 11.4% of Memphis families qualify under the Federal poverty level. 23.6% qualify for the free or reduced lunch program.

Mission Statement

The Memphis Community Schools will provide progressive and integrated technology that facilitates learning in an ever-changing world.

Vision

Our vision is that of, “Begin with the end in mind.” We want our learning community to understand and use technology as a natural function of their everyday experiences. We will develop an awareness of the roles of technology in society and have experiences in using technology in a variety of business, educational and social situations. Beginning with the end in mind means creating a window to the world and beyond for our community of learners.

Goals have been set for the next 3 years to:

- Continue to provide up-to-date equipment to meet technology demands
- Educate teachers and students on the use of technology
- Utilize technology to increase student learning
- Integrate technology into daily lessons
- Increase parental involvement through the use of technology
- Use data to increase student learning

TECHNOLOGY GOALS

Timeline
2009-2010

Goal

1. Provide ongoing professional development
2. Review software programs in use or to be implemented
3. Evaluate content and format of District web to optimize potential use and purchase required licensing
4. Review and revise curriculum based on Michigan Department of Education Educational Technology Standards and Expectations
5. Review and revise instructional practices in all classrooms to meet increasing expectations for student knowledge for the use of technology.
6. Continued use of on-line gradebook with teacher and parental access
7. Investigate ways to improve sound systems/microphones in the elementary building.
8. Digital documentation of District Curriculum for use by instructional staff
9. Evaluate/Compare television versus projector use for video display in the classroom.
10. Evaluate possible uses for interactive white boards.
11. Evaluate possible use for digital student response systems.

12. Review, revise and update Technology Acceptable Use Policy. (AUP)
13. Implementation of Acceptable Personnel Use of Technology Policy
14. Continued implementation and use of Data Director (district data management system)
15. Promote use of Career Cruising to assist with development of EDP's
16. Evaluate Security Systems (cameras and alarms)
17. Investigate and select system to receive feedback from staff, students and community.

Timeline 2010-2011

1. Replace 35 computers
2. Provide ongoing professional development in technology use to enhance instruction
3. Review software programs in use or to be implemented and purchase required licensing
4. Implement revisions to technology curriculum
5. Continue evaluation and revisions to instructional practices for technology instruction
6. Create a system to provide parents access to educational expectations for grade or course content through the District's web site
7. Continue use of on-line gradebook with parental access.
8. Update of District website based on recommendations of 2009-2010 evaluation

Timeline
2011-2012

Goal

1. Replace 35 computers
2. Provide ongoing professional development
3. Review software programs in use or to be implemented and purchase required licensing
4. Develop a system for assessing high school students on their knowledge of technology standards and expectations
5. Evaluate implementation of technology curriculum
6. Continue use of on-line gradebook with parental access

Curriculum

Curriculum Integration

- *Goals and strategies, aligned with challenging State standards, for using telecommunications and technology to improve teaching and learning have been developed for use in Memphis Community Schools.*

Michigan Department of Education Educational Technology Standards and Expectations grade level mastery objectives will be used to review and revise the technology curriculum.

A review of the curriculum will be completed during the 2009-2010 school year. Implementation will begin during the 2010-2011 school year. Evaluation of implemented curriculum will be completed during the 2011-2012 school year.

Student instruction will be given by a certified teacher at all levels. Students in grades 6-12 will utilize either a computer lab setting for instruction or wireless laptop system within the classroom. This will be provided for all students.

Students will be evaluated based on Michigan Educational Technology Standards checklist.

Curriculum Student Achievement

- *Strategies that are based in research and that integrate technology into curricula and instruction for purposes of improving student academic achievement and a timeline for this integration were developed.*

Activities that use technology have been developed and used at each grade level to integrate technology into the core academic subjects of math, science, social studies, and English Language Arts. At least one of the activities will be taught and required by all teachers each marking period. In Math and Science students are taught to use technology to produce graphs and charts to display information. In Social Studies students are taught to do on-line research and produce a research based paper on topics within the curriculum. In English Language Arts students use the computer as a tool to produce writings, power point presentations, and research topics for written assignments.

Consultants from the St. Clair County RESA will be used to assist teachers in making lessons of study that promote the best practices in technology curriculum integration. Professional Development will be available for teachers to assist in implementing integrated activities within the classroom.

Data Director implemented in 2008 will continue to be used to warehouse data from assessment of student achievement at each level. A county wide program is being implemented by each district in the county. The St. Clair County RESA provides the professional development and assistance to promote the use of the program to ensure that data is being used to drive educational needs of the students and instruction in the classrooms.

Timeline: 2009-2010

Continue technology integration in content area courses.

Use Data Director to store student achievement data.

Use of Education 20-20 for credit recovery.

Develop student portfolio through Data Director

Increase Eighth grade Technology Literacy to 75%.

Timeline: 2010-2011

Increase assisted technology for students with disability

Analyze achievement data using Data Director.

Increase Eighth grade Technology Literacy to 80%

Timeline: 2011-2012

Track use of technology in content area such as projects, assignments, and skills assessed to complete a scope and sequence.

Continue use of data director to monitor student performance.

Increase Eighth grade Technology Literacy to 85%

Curriculum Technology Delivery

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

A video conferencing (distance learning) lab has been set up in the Junior/Senior High School. Video conferencing classes are offered each year. Advanced Placement classes are offered in the distance learning room. Memphis Community Schools originates one class and receives two additional classes.

Each building level has a distance learning cart available for use in the classroom. Teachers have been instructed as part of their professional development on the use of these carts. Notifications of available programs is made yearly by the St. Clair County RESA.

Video cart use for direct video broadcast throughout the building on classroom televisions continues to be available.

Use of Virtual High School is accepted as part of high school grade recovery or extension learning available to students. Web based Education 20-20 is available for students to acquire credits either for credit recovery or advancement.

Web based research has been added to library and classroom instruction. (e.g. president report research in fifth grade, internet source for all research papers K-12, World Book Online).

United Streaming is available for all teachers to use as part of their instructional lessons.

Access to the internet, funded by USF, allows students to utilize all of the above mentioned programs.

Curriculum

Parental Communications & Community Relations

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

Staff e-mails are published yearly and disseminated to parents. Staff are encouraged to utilize e-mails to contact parents.

The school web site is completed and updated frequently. The technology plan will be available to the community on the web site. The annual report for the district is available on the web site.

Highlights of new technology available in the district are made public at Board Meetings. Student demonstrations of units involving technology are highlighted at public Board Meetings. Parents are given the opportunity to contribute ideas and suggestions regarding planning, implementation, and assessment of the technology plan during District School Improvement Team meetings and Board meetings.

Parents must give written permission for their child to use the internet. Parents have access to student grades daily by an on-line gradebook.

To assess parental use of available technology to increase communication the following actions will be taken:

1. School wide twitter site to inform parents of activities for each building level.
2. Monitor number of parents using online gradebook.
3. Complete parent survey to gain parental input.
4. District wide email at each building site.

Curriculum Collaboration

- *Strategies for developing the program, where applicable, in collaboration with adult literacy service providers was discussed.*

The community will be provided with opportunities to access available technology.

Already in place:

Local groups may use computer labs, with prior approval, to complete activities requiring the use of technology.

Supervised after school or evening open labs to complete required assignments are available upon request.

Planning for:

Adult education classes offered for instruction in the use of technology. This program will become available as money to implement the program becomes available through grant or business sponsorship.

Remedial language arts and math software will be purchased and used in adult education offerings if money becomes available.

The district budget does not currently support community adult education.

Professional Development

Professional Development

- *Strategies have been developed for providing ongoing, sustained professional development for teachers, principals, administrators and school library media personnel to ensure that staff knows how to use the new technologies to improve education or library services.*

Training opportunities will be offered to staff members to review, update and extend their technological knowledge in order to build the groundwork for classroom integration of technology as opposed to strictly skill development. Learning opportunities will be selected based on requested areas or low areas on staff surveys and use with consideration given to the state and national standards for skill competency.

Teachers will be provided with updates of technology use required as part of their teaching assignment on a yearly basis. (on-line grade book, curriculum mapping, attendance, lunch counts, report cards, etc.)

Training opportunities will also be available for the staff through St. Clair County RESA.

- 2009-2010 Staff survey of technology in service needs
Yearly in service on technology skills needed as part of the teaching day.
- 2010-2011 Yearly technology in service
Provide professional development based on survey results
Utilize training provided by St. Clair County RESA
- 2011-2012 Yearly technology in service
Provide professional development based on survey results.

Staff Development Plan for Technology Use

Memphis Community School District's plan is based on national and state standards for use of technology, by both educators and students.

Memphis Community Schools has divided staff use of technology into four levels. The first two are required of all staff. The third and fourth level applies to instructional staff and focus on full integration of technology into the curriculum.

Level 1 Essential Technology Competency

- Communicate through e-mail
- Report attendance and grades through the district system
- Use the telephone/voice mail system
- Use the district on-line gradebook
- Provide students with the opportunity to use technology within the classroom

Level 2 Expanded Technology Competency

- Create documents for communication with parents, students and staff
- Use the Internet to access information
- Utilize technology for presentation purposes
- Create lessons that utilize technology in all content areas

Level 3 Technology Curriculum Integration

- Use a variety of instructional methods and student grouping strategies which take advantage of available technology
- Use instructional software to enhance instruction
- Use wireless laptop carts for classroom instruction

Level 4 Technology Mentor/Leader

- Seek out new programs for evaluation and adoption
- Share successful lessons/units within building or curricular area
- Publish successful lessons/units through print and electronic media, and/or through conference presentations and workshops,
- Deliver staff development
- Use of Moodle

State and national standards for teacher competency, as updated, will be used when obtained from the RESA consultants.(<http://iste.org/>)

Staff Development Strategies

1. Identify Groups of Staff for Technology Training
2. Assess Staff Technology Training Needs
3. Design Staff Professional Development Sessions
4. Plan Training Delivery Mode

Staff training will be offered in a variety of time frames and training environments. Planning may include: Summer Academy, After School Workshops, School Improvement Days, Professional Development Days, One-on-One training during preps, partnership with RESA, colleges, and outside training sources

5. Deliver Staff Training Sessions.
A calendar of training opportunities will be published and made available to all staff one or more times per year.
6. Assess and Evaluate Staff Training Process

Professional Development Supporting Resources

- *Memphis Schools have developed a list of strategies and supporting resources such as services, software, other electronically delivered learning materials and print resources that will be acquired to ensure successful and effective use of technology.*

Staff Technology Acceptable Use Policy has been developed and must be signed yearly by all staff prior to use of computers/technology.

Student Acceptable Technology Use Policy and Internet Use Permission has been developed and must be signed by parent and student yearly prior to computer use.

A Staff and Student Acceptable Personnel Use of Technology Policy in the school environment will be Implemented in 2009.

Software manuals and printed materials on available technology may be checked out through the technology coordinator.

Media Centers have a working relationship with other libraries within the county to share library materials.

Each library within the district has an available software check out system.

District wide software programs are announced at the beginning of each year.

Memphis Community Schools has a web site used to provide information to the community, updated by district and each building level.

Infrastructure, Hardware, Technical Support and Software

Infrastructure Needs/Technical Specification & Design

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

Memphis Community School District currently maintains a Novell PC based network with 225 nodes. All staff and student PCs operate using the Microsoft Windows and Office programs. All PCs have virus protection software that is continuously updated to protect the integrity of the network.

The network structure contains four servers, switches, hubs, fiber optics, data tape backup, and approximately 225 PCs. The district also maintains video conferencing equipment in the elementary, junior high, and senior high buildings. Television, VCR/DVD players, and telephones are readily available in all classrooms.

Current technology was acquired prior to 2009 has been updated and enhanced on a yearly basis. District focus at this point is to develop staff and student use of existing

technology as part of professional development and goal setting for technology and teaching staff.

Memphis Community Schools maintains a Technology Rotation Plan based on a three to five year schedule. Old equipment that is replaced will continue to be used until maintenance or repair costs exceed a feasible amount.

Memphis Community Schools is committed to providing technical support for acquired technology resources. The district has established a Technology Committee, comprised of the district technology coordinator, a curriculum representative, a board member, teachers and RESA staff, to provide support of technology within the district.

The district technology coordinator, technology instructors, and consultants from the RESA will assist with the integration of technology application through the K-12 instructional program. They will provide training and modeling for staff in the use of technology resources.

Infrastructure, Hardware, Technical Support and Software Increase Access

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

Technology is available to all students and staff. Computer lab is available to students K-5. Classroom instruction in computers begins in kindergarten and continues through one year of required high school instruction. Each teacher has classroom computer available for use. Additional resources such as Dell Mini 9's, reading pens, and large calculators are available for use through the Technology Department and the Media Center.

Funding and Budget

Budget and Timetable

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

Memphis Community Schools Technology Plan/Budget 2009-10 through 2011-12

Elementary	2009-10	2010-11	2011-12
6420 Computers: Desktop PCs	\$ -	\$ 4,000.00	\$ -
6420 TVs & VCR's	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00
Total 1.111.01.0080.6420	\$ 2,000.00	\$ 9,000.00	\$ 5,000.00
5106 Supplies/Parts/Materials	\$ 2,000.00	\$ 2,100.00	\$ 2,205.00
Total 1.111.01.0080.5106	\$ 2,000.00	\$ 2,100.00	\$ 2,205.00
3450 Licensing/Software	\$ 3,200.00	\$ 3,360.00	\$ 3,528.00
Total 1.111.01.0080.3450	\$ 3,200.00	\$ 3,360.00	\$ 3,528.00
Grand Total Elementary	\$ 7,200.00	\$ 14,460.00	\$ 10,733.00

High School	2009-10	2010-11	2011-12
6420 Computers: Desktop PCs	\$ -	\$ 13,000.00	\$ 20,000.00
6420 TVs & VCR's	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00
Total 1.113.03.0080.6420	\$ 2,000.00	\$ 18,000.00	\$ 25,000.00
5106 Supplies/Parts/Materials	\$ 1,700.00	\$ 1,785.00	\$ 1,874.25
Total 1.113.03.0080.5106	\$ 1,700.00	\$ 1,785.00	\$ 1,874.25
3450 Licensing/Software	\$ 1,950.00	\$ 2,047.50	\$ 2,149.88
Total 1.113.03.0080.3450	\$ 1,950.00	\$ 2,047.50	\$ 2,149.88
Grand Total Senior High	\$ 5,650.00	\$ 21,832.50	\$ 29,024.13

Technology	2009-10	2010-11	2011-12
Hardware: KVM over IP	\$ -	\$ 1,000.00	\$ 1,000.00
Total 1.284.08.0080.6420	\$ -	\$ 1,000.00	\$ 1,000.00
7900 Supplies/Parts/Materials	\$ 1,074.00	\$ 1,000.00	\$ 1,000.00
Total 1.284.08.0080.7900	\$ 1,074.00	\$ 1,000.00	\$ 1,000.00
3450 Software/Licensing	\$ 600.00	\$ 600.00	\$ 600.00
Total 1.284.08.0080.3450	\$ 600.00	\$ 600.00	\$ 600.00
3210 Mileage	\$ 400.00	\$ 400.00	\$ 400.00
Total 1.284.00.0000.3210	\$ 400.00	\$ 400.00	\$ 400.00
3220 Training/Books	\$ 6,700.00	\$ 200.00	\$ 200.00
Total 1.284.00.0000.3220	\$ 6,700.00	\$ 200.00	\$ 200.00
Grand Total Technology	\$ 8,774.00	\$ 3,200.00	\$ 3,200.00

Internet Access	2009-10	2010-11	2011-12
Internet Access (Non-Disc. Amt.)	\$ 12,250.00	\$ 12,862.50	\$ 13,505.63
Total 1.232.08.0080.7900	\$ 12,250.00	\$ 12,862.50	\$ 13,505.63

Junior High	2009-10	2010-11	2011-12
6420 Computers: Desktop PCs	\$ -	\$ 13,000.00	\$ 20,000.00
6420 TVs & VCR's	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00
Total 1.112.02.0080.6420	\$ 2,000.00	\$ 18,000.00	\$ 25,000.00
5106 Supplies/Parts/Materials	\$ 2,000.00	\$ 2,100.00	\$ 2,205.00
Total 1.112.02.0080.5106	\$ 2,000.00	\$ 2,100.00	\$ 2,205.00
3450 Licensing/Software	\$ 1,850.00	\$ 1,942.50	\$ 2,039.63
Total 1.112.02.0080.3450	\$ 1,850.00	\$ 1,942.50	\$ 2,039.63
Grand Total Junior High	\$ 5,850.00	\$ 22,042.50	\$ 29,244.63

Central Office	2009-10	2010-11	2011-12
7900 Supplies/Parts/Materials	\$ 150.00	\$ 1,000.00	\$ 1,000.00
Total 1.232.08.0080.7900	\$ 150.00	\$ 1,000.00	\$ 1,000.00
6420 Computers: Desktop PCs	\$ -	\$ 10,000.00	\$ -
Total 1.232.08.0080.6420	\$ -	\$ 10,000.00	\$ -
Grand Total Central Office	\$ 150.00	\$ 11,000.00	\$ 1,000.00

Transportation	2009-10	2010-11	2011-12
7900 Supplies/Parts/Materials	\$ 200.00	\$ 200.00	\$ 200.00
Grand Total Transportation	\$ 200.00	\$ 200.00	\$ 200.00

Kitchen	2009-10	2010-11	2011-12
7900 Supplies/Parts/Materials	\$ 500.00	\$ 500.00	\$ 500.00
Grand Total Kitchen	\$ 500.00	\$ 500.00	\$ 500.00

Description	2009-10	2010-11	2011-12
Total Tech Budget w/o Sal/Ben	\$ 40,574.00	\$ 86,097.50	\$ 87,407.38

Description	2009-10	2010-11	2011-12
3450 Licensing & Software	\$ 7,600.00	\$ 17,950.00	\$ 8,317.50
5106 Supplies/Materials	\$ 5,700.00	\$ 5,985.00	\$ 6,284.25
6420 Computers under GASB	\$ 6,000.00	\$ 48,000.00	\$ 56,000.00
7900 Hardware: Misc. Supplies	\$ 1,924.00	\$ 2,700.00	\$ 2,700.00
3210 Mileage	\$ 400.00	\$ 400.00	\$ 400.00
3220 Conference/Books	\$ 6,700.00	\$ 200.00	\$ 200.00
Telecommunications	\$ 12,250.00	\$ 12,862.50	\$ 13,505.63
Totals	\$ 40,574.00	\$ 86,097.50	\$ 87,407.38
Salary & Benefits	2009-10	2010-11	2011-12
Salary - Director & Aide for Cleaning	\$ 46,014.00	\$ 46,934.28	\$ 47,872.97
Retirement	\$ 7,795.00	\$ 7,979.00	\$ 8,618.00
Fica/Medicare	\$ 3,521.00	\$ 3,591.00	\$ 3,663.00
Life	\$ 123.00	\$ 125.46	\$ 127.97
Disability	\$ 574.00	\$ 585.48	\$ 597.19
Hospitalization	\$ 17,201.00	\$ 19,781.15	\$ 22,748.32
Longevity	\$ 500.00	\$ 500.00	\$ 500.00
Dental	\$ 1,507.00	\$ 1,733.05	\$ 1,993.01
Vision	\$ 288.00	\$ 293.76	\$ 299.64
Workers Compensation	\$ 65.00	\$ 66.18	\$ 67.50
Total	\$ 77,588.00	\$ 81,589.36	\$ 86,487.59
Grand Total Technology Budget	\$ 118,162.00	\$ 167,686.86	\$ 173,894.97

Coordination of Resources

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

Durant or General Funds will be used to replace computers (if grant money is unavailable), designated funds will be used for licensing fees, enhanced technology funds will be used for professional development, and USF will be used for internet connectivity and both district and cell phone system funds.

Monitoring and Evaluation

Evaluation

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

The District School Improvement Team will set standards for teacher expectations for computer/technology use in each classroom. The extent to which these standards are being used at each building level will be evaluated by the building principal. Teacher surveys will be completed on a yearly basis.

The following timeline described how the district will meet these requirements over the course of this current technology plan.

Students

- 2009-2010 Investigate evaluation tools for student proficiency in the use of technology
Analysis of eighth grade testing results
- 2010-2011 Compare selected measurement tool to curriculum standards
- 2011-2012 Implementation of high school assessment of educational standards and expectations

Staff

- 2009–2010 Conduct a staff survey of technology proficiencies.
- 2010-2011 Provide professional development based on staff survey needs
- 20011-2012 Seventy-five percent of staff must meet Level 2 expectations.
Provide remedial after school instruction for staff not meeting Level 2 standards.

Monitoring and Evaluation

Acceptable Use Policy

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

An Acceptable Use Policy is in place for both students and staff. Copies are included in this plan.

An Acceptable Use Policy will be implemented for personnel use of technology where technology is provided by the student and not supplied by the school to control access to school network.

Novell Console One is used to monitor compute use and activity throughout the district. The superintendent and technology coordinator have district wide authorization. Principals have building rights. Classroom teachers have room rights. The St. Clair County RESA, as internet service provider, provides content filtering as required by CIPA. Filtered categories are determined by the county superintendents.

MEMPHIS COMMUNITY SCHOOLS' TECHNOLOGY USE POLICY

TECHNOLOGY USE GUIDELINES

Revised – 2/23/2009

Memphis Community Schools encourages and strongly promotes the use of technology among students, staff, parents and community members. Individuals, who use district technology, must have proper authorization and adhere to district policies, governing such use. Additionally, all use of technology must support and be consistent with the district's stated goals. Individuals who do not follow the user responsibilities below may be subject to disciplinary action, including but not limited to, the loss of technology privileges, suspension and/or recommendation for expulsion.

USER RESPONSIBILITIES

Individuals who use district technology are expected to:

1. Respect the privacy of other users. For example, users shall not intentionally seek information; obtain copies; modify files, data or passwords belonging to other individuals; represent themselves as another user, unless explicitly authorized to do so by that individual; or attempt to gain unauthorized access to files, programs or network services, pertaining to internal or external use or representation of the District's network or technology systems. This clause does not prohibit the investigation of user activities by authorized district personnel.
2. Follow copyright law, patent law and licensing agreements for software programs and other data. This includes, but is not limited to plagiarizing text, copying photographs, downloading Internet material and copying or "over installing" software disks or CDs.
3. Preserve the integrity of computers and network systems. For example, individuals shall not intentionally develop, distribute or implement programs that harass other users, infiltrate a computer or computing system and damage or alter software, a computer or a computing system.
4. Report any misuse of the network to the building administrator. Misuse comes in many forms. It is commonly viewed as any message or file sent or received that indicates or suggests pornography, violence, unethical or illegal solicitation, racism, sexism or inappropriate language.
5. Refrain from creating, sending, disclosing or accessing inappropriate materials. This includes text files, pornographic material, viruses or files dangerous to the integrity of the network. Authorized district personnel may review information such as e-mail, letters or reports without the author's permission.
6. Maintain the integrity of the electronic mail (e-mail) system. Individuals are responsible for all mail sent or received under their user account. An individual, who receives material that may be objectionable, should immediately report it to his/her building administrator. In addition, the content of any e-mail or system activity is neither private nor confidential and may be reviewed by authorized district personnel at any time.
7. Staff is not permitted to download or upload information onto the hard drive of a district computer, this shall include installation of software not approved by the district.
8. Staff is not permitted to give additional access to district network or devices without permission from the technology coordinator.

Memphis Community Schools, through its designated representative(s), reserves the right to access, read and delete any information stored on the network including, but not limited to, e-mail or other files.

Individuals who do not adhere to the Memphis Community Schools' *Technology Use Policy* are subject to disciplinary action including loss of computer/network access and or legal action. Disciplinary action will be based upon the Memphis Community Schools' Board of Education Policy.

This document is in effect until rescinded, in writing, either by the user or the Memphis Board of Education.

I have read and understand the Memphis Community Schools' *Technology Use Policy* and agree to adhere to all user responsibilities and technology use guidelines.

Print Name

Signature

Check One: ___ Staff member ___ Community member

Date

Return to Central Office

MEMPHIS COMMUNITY SCHOOLS' PERSONAL USE OF TECHNOLOGY POLICY

PERSONAL TECHNOLOGY USE GUIDELINES

Revised – 2/23/2009

Memphis Community Schools encourages and strongly promotes the use of technology among students, staff, parents and community members. Individuals, who use district technology, must have proper authorization and adhere to district policies, governing such use. Additionally, all use of technology must support and be consistent with the district's stated goals. Individuals who do not follow the user responsibilities below may be subject to disciplinary action, including but not limited to, the loss of technology privileges, suspension and/or recommendation for expulsion.

USER RESPONSIBILITIES

Individuals who use district technology are expected to:

1. Respect the privacy of other users. For example, pictures, use of recording devices or viewing data files must be in full acknowledgment of the second party.
2. Students in grades 6-12 may possess a cell phone/pager in school, on school property, at after school activities, on a school bus and at school related functions, provided that during regular school hours and while riding the school bus the cell phone/pager is turned off. Cell phones may be used while riding the bus to or from athletic events. Possession of a cell phone is a privilege, which may be forfeited by any student who fails to abide by terms of this policy.
3. Games that can communicate with another unit, such as Nintendo DS or laptops, may not be used while riding the school bus or during the school day.
4. Personal computers shall not be connected to the school network or any devices.
5. Creating, sending, disclosing, or accessing inappropriate materials, is not allowed. This includes text files, pornographic materials and viruses.
6. The student who possesses personal technology shall assume responsibility for its care. At no time shall Memphis Community Schools be responsible for theft, loss or damage to any technology brought onto its property (including during confiscation).

Individuals who do not adhere to the Memphis Community Schools *Personal Use of Technology Policy* are subject to disciplinary action including loss of privilege to use personal or district technology in the school environment.

Discipline will be based upon the Memphis Community Schools' Board of Education policy.

This document is in effect until rescinded, in writing, either by the use or the Memphis Board of Education.

I have read and understand the Memphis Community Schools' *Personal Use of Technology Use Policy* and agree to adhere to all user responsibilities and technology use guidelines.

Print Name

Signature

Check One: Staff member Community member

Date

Return to Central Office

MEMPHIS COMMUNITY SCHOOLS

MEMPHIS COMMUNITY SCHOOLS

CONSENT AND RELEASE FORM

Student's Name: _____
(Print or Type)

I hereby consent to the use of my child's likeness, voice or property, with or without the use of my name by the Educational Access Channel, the cable television channel of the Memphis Community Schools, the Memphis Community Schools internet website and school publications. In signing this release I understand I am not entitled to any form of compensation and I am waiving any applicable rights which may apply under the Family Educational Rights and Privacy Act.

I am of legal age and competent to execute this consent and release for myself, or as the case may be, on behalf of my child, which I have read and fully understand.

(Signature)

(Signature of Parent or Guardian, if under 18 years of age)

(Date)

PROCEDURE FOR STUDENT INTERNET/ON-LINE SERVICES USER RULES AND AGREEMENT

The Memphis Community School District has the capability of offering Internet Access to its students. Access to the Internet enables students to exchange electronic mail messages with other users and explore thousands of libraries, databases and bulletin boards throughout the world. Use of the Internet and other on-line information services is a privilege extended to students, faculty and staff to enhance learning opportunities. Personal use of email, both sending and receiving, by students during school hours is prohibited.

Although the Internet offers valuable resources and opportunities for learning, some material accessible on-line may be illegal, defamatory, inaccurate or potentially offensive to some people. Use of the Internet and other on-line services in the district is restricted to activities, which support district educational goals and objectives.

The district respects each family's right to decide whether or not to allow their child to apply for access to the Internet and other on-line information services. Parental permission is required for students under the age of 18 to use on-line resources in the Memphis Community School District. The following guidelines have been established regarding the Internet and other on-line services:

1. Students are responsible for good behavior on school computer networks, just as they are in classrooms and school hallways.
2. Memphis Community School District administrators will deem what is inappropriate use of the Internet and other on-line information services and their decisions are final.
3. The administration, faculty and staff of the Memphis Community School District may deny, revoke or suspend student access accounts for inappropriate use of the Internet and other on-line information services.
4. The Memphis Community School District reserves the right to review any material stored in files and may edit or remove any material which the staff, in its sole discretion, believes may be unlawful, obscene, abusive or otherwise objectionable.
5. Transmission of any material in violation of U.S. or State regulations, including copyrighted, threatening or obscene materials, is prohibited, and may result in suspension and/or recommendation for expulsion and/or legal action.
6. Use for commercial activities by for-profit organizations, product promotion, political lobbying or illegal activities is prohibited.
7. The following uses of the internet and other on-line information services are not permitted:
 - a. Sending, receiving or displaying offensive messages or pictures
 - b. Using obscene language
 - c. Harassing, insulting or attacking others
 - d. Damaging computers, computer systems or computer networks
 - e. Violating copyright laws
 - f. Using another person's account and/or password
 - g. Giving your account and/or password to another person
 - h. Trespassing in another person's folders, work or files
 - i. Intentionally wasting limited resources
 - j. Employing the network for commercial purposes
 - k. Divulging personal information about yourself or others to strangers (includes addresses, telephone numbers, credit card numbers, passwords or other confidential information).
 - l. Unauthorized installation, removal or modification of computer hardware, software or network connections.

Violations will result in a loss of access as well as other disciplinary or legal action. School disciplinary action will be determined by the school administration in accordance with the Student Code Handbook and Board of Education policies and may result in suspension and/or expulsion and/or legal action.

MEMPHIS COMMUNITY SCHOOL DISTRICT

**INTERNET/ON-LINE SERVICES USER AGREEMENT
AND PARENT PERMISSION FORM**

I have read and hereby agree to comply with the terms and conditions outlined above.

Date: _____

Student Signature: _____

Student Name: _____
(Please Print)

Student's School: _____

Grade: _____ **Date of Birth:** _____

As parent/legal guardian of the student signing above, I grant permission for my child to access network services such as electronic mail and the Internet. I have read and agree to the Memphis Community School District Internet/On-Line Services Use Procedure, and understand that I may be held responsible for violations by my child. I understand that my child's access account can be used to access the Internet from computers outside the school community. I understand that some materials on the Internet may be objectionable; and could lead to suspension and/or recommendation for expulsion and/or legal action. Therefore, I agree to accept responsibility for guiding my child, and conveying to him/her appropriate standards for selecting, sharing and/or exploring information and media.

Date: _____

**Parent/Guardian
Signature:** _____

Parent/Guardian: _____
(Please Print)

Street Address: _____
(Street Address) (City) (State) (Zip)

Phone Numbers: _____
(Home) (Day Time Phone) (Cell)