

Plan for Technology Integration

July 1, 2010 – June 30, 2013

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ISD: Kent Intermediate School District

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NEW BRANCHES SCHOOL

District Profile

New Branches School District is known for its tradition of excellence in instructional programs and educational leadership. The 2009-2010 enrollments are 241. The district operates within the City of Grand Rapids, yet it draws students from as far away as Kentwood, MI and Wyoming, MI.

2008-2009 Enrollment

Total Student Enrollment	207
Kindergarten	44
1 st Grade	40
2 nd Grade	37
3 rd Grade	23
4 th Grade	21
5 th Grade	24
6 th Grade	17

2009-2010 Enrollment

Total Student Enrollment	241
Kindergarten	44
1 st Grade	45
2 nd Grade	46
3 rd Grade	45
4 th Grade	19
5 th Grade	19
6 th Grade	23

Staff

Instructional Staff	11
Instructional Support Staff	8
Administrative Staff	4

Student Statistics

Average Daily Attendance	95%
Average Class Size	22
Professional Staff to Student Ratio	21.2717 to 1
Qualifying for Free or Reduced Lunch	57.6087
Michigan Educational "Yes" Grade for 2007-2008	"A"
Michigan Educational "Yes" Grade for 2008-2009	"A"

Michigan MEAP Statistics for 2008

	New Branches	State Average
Grade 3		
Reading	95%	86%
Writing	47%	17%
Math	90%	90%
Grade 4		
Reading	73%	85%
Writing	23%	45%
Math	82%	86%
Grade 5		
Reading	86%	86%
Science	86%	82%
Writing	67%	59%
Math	86%	74%
Grade 6		
Reading	83%	82%
Social Studies	67%	73%
Writing	67%	73%
Math	75%	73%

School Buildings

2010-2013 Academic School years

3662 Poinsettia Ave SE
Grand Rapids, MI 49508

Mission Statement

At New Branches School our mission is to cultivate healthy, productive, and responsible students who are excited to learn and able to lead. Working to achieve this goal we have a group of highly qualified and motivated staff, involved and interested parents, and students who are ready to learn. Our school focuses on teaching the whole student. In addition to our exemplary academic curriculum we teach and model stewardship, responsibility, teamwork and healthy habits. Also, starting in Kindergarten all of our classrooms teach an environmental curriculum, culminating with our specialized 6th grade Environmental Outreach Program.

At New Branches School we are privileged to accept students into our school from anywhere in the state of Michigan. We welcome families from all walks of life and value the diversity we have in our community.

Our Vision

Our Vision is to instill in our students a sense of wonder and a passion to learn. To develop compassionate citizens who realize their responsibility to care for our Earth and their potential to change the world.

Our Values

The following values are always at the core of what we strive to achieve each day at New Branches School;

- * **Community** - We provide an environment that fosters a feeling of inclusiveness and belonging by students, parents and staff.
- * **Best Effort** - We always strive to do our best. We will never let it rest until our good is better, and our better is best.
- * **Responsibility** - Students, parents and staff are respectful to each other. Students learn to understand their responsibilities and take initiative to act upon them in their local, national and world communities.
- * **Diversity** - We value the opportunity to work with families who come from diverse backgrounds. We feel that being part of such a community will prepare our students to work and live in a global economy. We will celebrate, honor and include diverse backgrounds and perspectives.
- * **Safety** - We provide a safe and secure environment that assures the well being of our students and staff.
- * **Teamwork** - We provide a format for open communication, collaboration and the opportunity for everyone to realize their value in our school.
- * **Communication** - We will practice healthy, open and candid dialogue between all members of our school community. Healthy dialogue is that which encourages necessary conversations and respects all parties.
- * **Stewardship** - We ensure that our teaching and operational principles and practices are socially, economically and environmentally sound.

Technology Mission Statement

The mission is to facilitate a learning environment where technology is utilized to promote student and staff success. Technology is a tool to support the curriculum, to reinforce prior learning, to increase productivity, and to encourage creativity and problem solving. Teachers with the skills and tools needed to integrate technology into the curriculum, and provide continuous support to ensure that the technology is being used to its maximum potential in the classroom.

Staff will be provided with the skills and tools needed to utilize technology in their daily endeavors in providing support to the students and efficient operations within the educational environment.

Students will be provided with the, classroom appropriate, technology to further enhance their education.

Goals of the Technology Plan

- Fully train staff in equipment use and curriculum integration
- Strategically develop student skills using technology
- Using technology as a tool; integrating technology in the curriculum (using the equipment to teach and produce work) aligned with the Michigan Educational Technology Standards & Expectation guidelines.
- Implementing software for a variety of purposes; to manage records, reports, products, etc.; to educate students, and; to facilitate staff communications and networking,
- Provide on-going district fiscal and technical support.

Goals for District Teachers and Students

Curriculum

- Integrate updated technology standards and benchmarks into existing content standards and applied to established district curricular content.
- Demonstrate technology skills in curricular areas throughout the student's K-6 experience.
- Plan where State standards and benchmarks are to be applied by grade level.
- Increase student achievement through technology integration.
- Utilize assessment software to measure student achievement in order to make data-driven decisions.
- Increase online methods of communication between students, teachers, and parents.
- Teachers and staff will become aware of the importance of technology integration, including assistive technology, to promote learning.

Professional Development

- Provide ongoing training and support necessary for teachers to use technology effectively in the classroom, and to integrate technology-enhanced methods into their teaching. This will be accomplished by
 - Scheduled staff training included with the installation of all new technology, either in the classroom or for the school as a whole (on-staff or 3rd party trainers)
 - Scheduling of technology based training during at least one in-service date during the school year (on-staff or 3rd part trainers)
 - Providing one-on-one training for staff as deemed necessary
 - Providing one-on-one training for all new staff
 - Investigation into the use of the Michigan LearnPort system
 - Utilization of outside training provided through Kent Intermediate School District and local community colleges
 - Utilization of teachers as mentors for other staff members

Infrastructure

- Maintain an up-to-date system that will be accessible to all teachers, staff, and students in order to provide a technology-rich learning environment. Current infrastructure includes:
 - Utilization of 10/100 Ethernet service to all student systems
 - Utilization of 100/1000 Ethernet service to all staff systems
 - Utilization of fractional T1 Internet connection (768kbps)
 - One data server for staff
 - One print server supporting 3 b/w laser printer and 1 color laser
 - Wireless Internet access (802.11g)
 - 3 incoming phone lines, 1 fax line
 - Uninterruptable power provided for all servers and network support equipment
 - 1 PC or Mac system for each teacher or administrative personnel. Additional PC's are available for teaching/non-administrative personnel
 - 3-5 Mac system in each K-2 classroom depending on teacher determined requirements with Internet access
 - 5 PC systems for each 3-6 classroom with Internet access
 - Symantec Antivirus for all systems.
 - Internet filtering
 - Windows 2000 Server
 - Windows 2000 Professional (student systems)
 - Windows XP Professional (staff systems and student systems)
 - Mac OS (10.5 or 10.6) (staff systems)
 - Mac OS 9.2 (student systems)
 - Classroom educational software as determined by individual teachers

- Exterior building lighting (including timed, light sensitive and movement sensitive)
- Website www.newbranches.org containing
 - Overall school news and information
 - Classroom specific information
 - Parental information
 - Extra Curricular Activities information

Technical Support

Support and assist teachers and staff to ensure that all hardware, software, and network resources can be utilized into the learning environment.

Evaluation

The school administration and technology staff will review the utilization of technology within the classroom as it relates to student success. While an overall review will occur on an annual basis, an ongoing process will be utilized in an attempt to ascertain any issues that occur during the school year. This review process will include:

- Monitor and evaluate continuously to ensure that technology is being utilized in a way that best enhances teaching and learning
- Annual review of this plan to insure continual support of the district and its educational mission.
- Annually review class technology implementation and usage via the STaR Assessment
- Annual review, by classroom and by grade level segment, of classroom technology usage for student success against the Michigan Educational Technology Standards.

Technology Needs Assessment

2009 STaR Assessment

This assessment represents the aggregate scores from each of the individual teachers for the categories of Content, Professional Development and Integration and Use.

	New Branches Total:	Low Tech	Mid Tech	High Tech	Target Tech
Hardware	Total: 14	0 - 5	6 - 11	<u>12 - 16</u>	17 - 20
Connectivity	Total: 12	0 - 2	3 - 7	<u>8 - 12</u>	13 - 15
Content	Total: 3	<u>0 - 4</u>	5 - 8	9 - 12	13 - 25
Professional Development	Total: 23	0 - 7	8 - 14	15 - 20	<u>21 - 30</u>
Integration and Use	Total: 7	0 - 3	4 - 6	<u>7 - 8</u>	9 - 10
OVERALL TOTAL:	Total: 59	0 - 21	22 - 46	<u>47 - 68</u>	69 - 100

Classrooms

2010-2011: All K-2 classrooms will have at least five network accessible Macintosh systems located at locations where computers can be placed without violating local building codes (not near exterior exits or under windows that double as emergency escapes). All 3-6 classrooms will have access to a computer lab for full class participation activities. They will also have access to laptop computers that are available for in classroom use.

2010-2011: In-classroom phones with access to voice-mail (as part of the new facility purchase process).

2010-2011: At least one networked printer available to all classrooms.

2011-2013: Each classroom should have at least two electrical outlets in order to accommodate a teacher's desk that may be located away from the wall facing toward the classroom. Two drops give the teacher the option of having his/her desk on either side of the room.

Goal 2013-Future: All classrooms will have either a ceiling mounted overhead projector or ceiling/wall mounted large monitor (36" minimum) connected to the teacher's computer. If a projector is used, a standardized location for a pull-down screen must be determined. The projector must be bright enough to be operated in a classroom with normal lighting remaining on.

2011-2013: Student computers will be placed on a surface that is specifically designated for student computer usage. This will prevent the computers from having to be moved (and disconnected) for floor cleaning and maintenance, and allow for a more stable/secure environment. The computer counter will have a cable tray designed for concealed cable placement.

All cables will be stowed in such a manner as to be concealed whenever possible and to minimize interference with student and staff movement.

Goal 2013-Future: Where appropriate, smart boards should be used for presenting and capturing interactive lessons. Smart boards enable seamless links to be made between the technology and the subject material.

All classroom computers should be arranged in a configuration that enables the teacher to view all computer screens from a central location.

Each classroom should also have access to:

- Access to a flatbed scanner (grades 4-6).
- Adequate electricity for future technology.
- Access to an “all School” digital camera and/or video recorder

Staff Access to Computers

Goal 2011-2013: All staff will have access to computers. To accommodate this, a computer will be installed in each classroom for staff usage as well as the staff lounge will have at least one computer with network access. At least one computer will be available in each media center exclusively for staff use.

The staff lounge will also include 1 laser copier system that will support both the Macintosh and PC systems along with 1 color laser printer. An additional laser copier system will be provided in the staff offices.

A special printer will be provided to the district accountant for the printing of payroll and AP checks.

Staff members and teachers may request and receive (upon administration approval and funding availability) an inkjet printer for their usage in their classrooms for the printing of sensitive documents.

Computer Labs

As computers become more common in the everyday life of students at school and at home, students become more dependent on the technology.

Each K-2 classroom will maintain their own “classroom lab” environment. This “lab” will contain up to five (5) Macintosh computers for student use in learning in conjunction with the Michigan Educational Technology Standards & Expectations, appropriate to the room grade level. A separate document, developed by the K-2 teaching staff describes how each grade will meet the METS.

2010-2013: Grades 3-6 will utilize the school computer lab which will contain 25 – 30 PC systems for student and teacher use learning in conjunction with the Michigan Educational Technology Standards & Expectations, appropriate to the room grade level. A separate document, developed by the 3-6 teaching staff describes how each grade will meet the METS.

This computer lab will also be used for the execution of all electronic standardized testing that is performed by the district.

The school will also maintain a mobile lab with 16-24 laptops to be used by teachers as necessary, including for the Accelerated Reader program.

Food Services

The district food services operation will include one (1) computer for the food services manager and a separate system that will be dedicated to the operation of the Point of Sale system.

Media Centers

The district’s media center (library) serves as the “information hub”. This center will contain a limited number of computers available for student research and projects, plus computers used specifically for the library automation system.

The computers in the media center (student access to the computer lab) should be arranged in a configuration that enables the teacher or media staff to view all computer screens from a central location.

All media center computers should be placed on tables or counters specifically designed for computers, allowing for proper concealed cable placement.

VIDEO STREAMING TECHNOLOGY

New Branches Schools will integrate video streaming into the curriculum using three separate methods.

- Video streaming will be available to all buildings via an Internet-based service containing thousands of educational videos available on-demand, including the ability to sort and select by state-aligned standards.
- Distance Learning capabilities will be made available in order to provide video conferences, virtual field trips, and shared-learning classrooms.
- Goal 2013-Future: Video streaming servers will be installed district-wide (or building-wide) that will contain a library of approved, full-length videos available for broadcast to individual rooms or throughout an entire building.

Wireless Technology

The district will expand its use of wireless technology within the building to allow wireless accessibility in all classrooms, offices, and other areas where wireless connectivity would be beneficial. All fixed access points will transmit using encrypted security to prevent unauthorized access to the network. All portable-computing devices will have the capability of wireless connectivity to the school network.

Point of Sale System

The district will provide a Point of Sale system to include all cafeteria lines. The technology department will work in cooperation with the food services department (source of funding) to determine the location for each system and type of system needed. Point of Sale systems will also be considered for other locations within the district where cash transactions occur.

Online Accessibility by Students, Parents, and Staff

Students, parents, and staff will have online access to public and private (future) information via the Internet. School-related information will be online and updated on a regular basis. Computers will be designated so that parents and students without home Internet connectivity are able to access the system as needed (via the student computer lab).

Video Surveillance and Building Security System

Once New Branches completely moves into their new location at 3662 Poinsettia Ave, Grand Rapids, Michigan, an evaluation will be performed as to the need and location for video surveillance systems. This will be done in conjunction with a complete review of the building security system.

Disaster Recovery

The school district will create and implement a disaster recovery plan that will ensure that:

- All crucial data is backed up on a regular basis.
- Data can be quickly and reliably restored on a timely basis at any time.
- Vital operations will be disrupted as briefly as possible.
- The entire system can resume normal operation as soon as possible.

Since data backups are the most crucial component of disaster recovery, the district will maintain redundant methods of backups for servers, both locally and remotely. The technology department will be responsible for maintaining backup servers and/or storage devices that are located off-site from the server being backed up. This will assure that if an entire building (or area of a building) is destroyed containing a server and local backups, the data on that server can be retrieved from the remote location.

Infrastructure Plan

Choice One Communications currently provides our Internet access via a fractional T1 line as well as telephone service.

All student access to the Internet is filtered and firewalled. Staff access is firewalled.

Currently, each classroom has at least two (2) Cat5 drops for connection to the centrally located hubs and/or switches. When necessary at the current location, additional classroom specific switches are utilized to increase access to the network.

The server currently in place offers the following services:

- The main file server offers each staff member a directory to save their files.
- Server directories are also provided to allow designated groups of staff to easily share documents that are sensitive in nature and as such must have controlled access.

The servers are backed up to tape on a daily basis with weekly and monthly tape backups also executed.

The districts website is currently maintained by a 3rd party and is maintained by the district's marketing staff.

Infrastructure Goals

- Plan for hardware replenishment and improvement.
 - a. Maintain staff and student equipment utilizing a 5 year evaluation and replacement function
 - b. Improve telecommunication services through increased phone system capabilities (up to 10 lines, individual staff voicemail, up to 35 handsets)
 - c. Improve Internet access through higher bandwidth available to staff and students (up to 25 MB)
 - d. Improved internal network access through migrating all students and staff to Gigabyte Ethernet services
 - e. Wireless network access throughout the school (802.11g / 802.11n)
 - f. Migration of all staff to a larger network server while retaining the existing server for student purposes
 - g. Target areas will be end user technologies, this plan will be developed throughout the duration of this technology plan
- Integrate existing data resources and provide interfaces for widespread usage. The School Infrastructure Framework is being investigated to determine ways of integrating current data resources to maximize ease of use and to minimize duplication of information entry. Implementation will gradually develop over the course of this technology plan.

Curriculum Integration Plan

The K-6 staff will implement an authentic integration curriculum throughout 2010-12 across academic core areas. During the time period from 2010-2013 strategies will be pursued that disseminate and demonstrate how the technology curriculum will be applied across the entire curriculum. Strategies toward this end will range from integration demonstrations, targeted training sessions and building level support. By 2013 a majority of staff members will engage students in technologically enhanced lessons based on this curriculum within their particular content area. Teachers will have access to and instruction on, as in the past, specific technologies and integration methods with the addition of the ability to build and utilize online learning environments through Web publishing and interactive distance learning through video conferencing. Communication of student accomplishments both technologically and traditionally delivered will be expanded from our current system to include the pilot of online progress reports delivery as well as Web publishing and Internet based communications tools.

This technology plan will be posted on the school district Web site, and numerous print and verbal contacts will be made with the school community concerning technology and student progress. The following pages provide an outline view and an up close look at the New Branches Schools technology curriculum.

As stated in our mission statement, technology is a tool to support the curriculum, to reinforce prior learning, to increase productivity, and to encourage creativity and problem solving.

Technology Curriculum Goals

- Technology standards and benchmarks are to be integrated into existing content standards and applied to established district curricular content.
- Technology skills need to be demonstrated in curricular areas throughout the K-6 experience of all students.
- Grade level teachers will apply technology standards and benchmarks.
- Technology integration will result in increased achievement for *all* students.
- Utilize assessment software to measure student achievement in order to make data-driven decisions.
- Increase online methods of communication between students, teachers, and parents.
- Teachers and staff will become aware of the importance of technology integration, including assistive technology, to promote learning.
- Grade level teachers will be provided with the appropriate training and resources to incorporate technology standards into the curriculum.
- Increased student achievement will be obtained with the development of problem solving strategies that incorporate higher order thinking skills.

Elementary Technology Overview: Grades K – 6

This proposed curriculum sets criteria for elementary schools. Students will be introduced to the keyboard as early as kindergarten. Skills students will need to master at each elementary grade level have been identified.

Keyboarding is not the only skill this curriculum addresses for the elementary student. K-6 students will have experiences in word processing at all elementary schools, as well as the introduction of desktop publishing to students in grades 2-6. Elementary schools will also incorporate technology into all areas of the curriculum. Students will take part in a project-oriented and integrated approach to technology. Projects will include activities such as: book reviews, class newspapers, book publishing, research reports, introductory multimedia projects, and telecommunications with children in other schools via on-line resources.

Technology Content Standards and Expectations

(To be used as developmentally appropriate)

The district will adhere to the Michigan Education Technology Standards (METS) for integrating technology into the curriculum. Individual grade adherence to METS is documented in a separate grade by grade document developed by the staff as appropriate grade level.

Early Elementary K-Grade 2

Basic Operations and Concepts

By the end of Grade 2 each student will:

1. Understand that people use many types of technologies in their daily lives (e.g., computers, cameras, audio/video players, phones, televisions)
2. Identify common uses of technology found in daily life
3. Recognize, name, and will be able to label the major hardware components in a computer system (e.g., computer, monitor, keyboard, mouse, and printer)
4. Identify the functions of the major hardware components in a computer system
5. Discuss the basic care of computer hardware and various media types (e.g., diskettes, CDs, DVDs, videotapes)
6. Use various age-appropriate technologies for gathering information (e.g., dictionaries, encyclopedias, audio/video players, phones, web resources)
7. Use a variety of age-appropriate technologies for sharing information (e.g., drawing a picture, writing a story)
8. Recognize the functions of basic file menu commands (e.g., new, open, close, save, print)
9. Proofread and edit their writing using appropriate resources including dictionaries and a class developed checklist both individually and as a group

Social, Ethical, and Human Issues

By the end of Grade 2 each student will:

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

Technology Productivity Tools

By the end of Grade 2 each student will:

1. Know how to use a variety of productivity software (e.g., word processors, drawing tools, presentation software) to convey ideas and illustrate concepts
2. Be able to recognize the best type of productivity software to use for certain age-appropriate tasks (e.g., word processing, drawing, web browsing)
3. 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

By the end of Grade 2 each student will:

1. Identify procedures for safely using basic telecommunication tools (e.g., e-mail, phones) with assistance from teachers, parents, or student partners
2. Know how to use age-appropriate media (e.g., presentation software, newsletters, word processors) to communicate ideas to classmates, families, and others
3. 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

By the end of Grade 2 each student will:

1. Know how to recognize the Web browser and associate it with accessing resources on the internet
2. 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
3. Interpret simple information from existing age-appropriate electronic databases (e.g., dictionaries, encyclopedias, spreadsheets) with assistance from teachers, parents, or student partners
4. Provide a rationale for choosing one type of technology over another for completing a specific task

Technology Problem-Solving and Decision-Making Tools

By the end of Grade 2 each student will:

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

Upper Elementary Grade 3 – 5

Basic Operations and Concepts

By the end of Grade 5 each student will:

1. Discuss ways technology has changed life at school and at home
2. Discuss ways technology has changed business and government over the years
3. 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
4. Know how to use basic input/output devices and other peripherals (e.g., scanners, digital cameras, video projectors)
5. Know proper keyboarding positions and touch-typing techniques
6. Manage and maintain files on a hard drive or the network
7. Demonstrate proper care in the use of hardware, software, peripherals, and storage media
8. Know how to exchange files with other students using technology (e.g., e-mail attachments, network file sharing, diskettes, flash drives)
9. 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
10. Identify search strategies for locating needed information on the internet
11. 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

By the end of Grade 5 each student will:

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

Technology Productivity Tools

By the end of Grade 5 each student will:

1. 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)
2. Know how to insert various objects (e.g., photos, graphics, sound, video) into word processing documents, presentations, or web documents
3. Use a variety of technology tools and applications to promote creativity
4. Understand that existing (and future) technologies are the result of human creativity
5. Collaborate with classmates using a variety of technology tools to plan, organize, and create a group project

Technology Communications Tools

By the end of Grade 5 each student will:

1. Use basic telecommunication tools (e.g., e-mail, WebQuests, IM, blogs, chat rooms, web conferencing) for collaborative projects with other students
2. Use a variety of media and formats to create and edit products (e.g., presentations, newsletters, brochures, web pages) to communicate information and ideas to various audiences
3. 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)

Technology Research Tools

By the end of Grade 5 each student will:

1. Use Web search engines and built-in search functions of other various resources to locate information
2. Describe basic guidelines for determining the validity of information accessed from various sources (e.g., web site, dictionary, on-line newspaper, CD-ROM)
3. Know how to independently use existing databases (e.g., library catalogs, electronic dictionaries, encyclopedias) to locate, sort, and interpret information on an assigned topic
4. Perform simple queries on existing databases and report results on an assigned topic
5. Identify appropriate technology tools and resources by evaluating the accuracy, appropriateness, and bias of the resource
6. 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 and Decision-Making Tools

By the end of Grade 5 each student will:

1. 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)
2. 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 Grade 6-Grade 8

(6th Grade only at New Branches)

Basic Operations and Concepts

By the end of Grade 8 each student will:

1. Use proper keyboarding posture, finger positions, and touch-typing techniques to improve accuracy, speed, and general efficiency in operating a computer
2. Use appropriate technology terminology
3. Use a variety of technology tools (e.g., dictionary, thesaurus, grammar-checker, calculator) to maximize the accuracy of technology-produced products
4. Understand that new technology tools can be developed to do what could not be done without the use of technology
5. Describe strategies for identifying and preventing routine hardware and software problems that may occur during everyday technology use
6. Identify changes in hardware and software systems over time and discuss how these changes affected various groups (e.g., individual users, education, government, and businesses)
7. Discuss common hardware and software difficulties and identify strategies for trouble-shooting and problem solving
8. Identify characteristics that suggest that the computer system hardware or software might need to be upgraded
9. 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
10. Identify technology resources that assist with various consumer-related activities (e.g., budgets, purchases, banking transactions, product descriptions)
11. Identify appropriate file formats for a variety of applications
12. Use basic utility programs or built-in application functions to convert file formats
13. 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

By the end of Grade 8 each student will:

1. Understand the potential risks and dangers associated with on-line communications
2. Identify security issues related to e-commerce
3. Discuss issues related to acceptable and responsible use of technology (e.g., privacy, security, copyright, plagiarism, spam, viruses, file-sharing)
4. Describe possible consequences and costs related to unethical use of information and communication technologies
5. Discuss the societal impact of technology in the future
6. Provide accurate citations when referencing information from outside sources in electronic reports
7. Use technology to identify and explore various occupations or careers
8. Discuss possible uses of technology (present and future) to support personal pursuits and lifelong learning
9. Identify uses of technology to support communication with peers, family, or school personnel

Technology Productivity Tools

1. *By the end of Grade 8 each student will:*
2. Apply common software features (e.g., thesaurus, formulas, charts, graphics, sounds) to enhance communication and to support creativity
3. Use a variety of technology resources, including the internet, to increase learning and productivity
4. Explore basic applications that promote creativity (e.g., graphics, presentation, photo-editing, programming, video-editing)
5. Use available utilities for editing pictures, images, or charts
6. Use collaborative tools to design, develop, and enhance materials, publications, or presentations

Technology Communications Tools

By the end of Grade 8 each student will:

1. Use a variety of telecommunication tools (e.g., e-mail, discussion groups, IM, chat rooms, blogs, video-conferences, web conferences) or other online resources to collaborate interactively with peers, experts, and other audiences
2. 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

By the end of Grade 8 each student will:

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

Technology Problem-Solving and Decision-Making Tools

By the end of Grade 8 each student will:

1. Use database or spreadsheet information to make predictions, develop strategies, and evaluate decisions to assist with solving a basic problem
2. 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

Professional Development

2010-2013:

- As new technologies (both hardware and software) emerge and are acquired/implemented; staff will be adequately trained in the use of the new technology.
- The district will continue to dedicate at least one in-service day to the integration of technology into the curriculum.
- Teachers and instructional staff members will continue to attend conferences and workshops sponsored by organizations such as but not limited to MACUL and MAEDS.

Technical Support

New Branches Schools currently employs 1 part time technology support staff member. New hardware and software will be cataloged, asset tagged and placed in a database before it is delivered to the appropriate personnel. The following goals have been set to help insure increased access to technology by all New Branches staff and students:

Goals:

1. Improve communication with users about status of network operations and work requests.
2. Improve communication about training opportunities to improve end users basic troubleshooting skills decreasing time spent on entry level problems.
3. Fine tune and improve overall system performance.

Infrastructure Acquisition Timeline

As new technologies evolve and existing equipment becomes obsolete, it is necessary to plan strategies of maintaining and replacing the district's current equipment. Although it is challenging to forecast what new technologies lay ahead, experience helps us to understand that the technology we integrate into our educational environment is only useful for a limited time. With this in mind, a tentative, yet realistic plan is outlined for updating and replacing infrastructure and hardware.

2010-2011

- Purchase replacement desktop systems for those teachers with systems five (5) years old or more (to include both Macintosh and PC systems)
- Purchase laptop system for those teachers and staff who will be travelling between the current school location and the new school location during the year
- Install a color laser printer in the staff lounge / work room

2011-2012

- Implement campus wide, immediate notification, system for emergency usage (as part of the purchase of the new building)
- Purchase of four (4) desktop systems for those teachers who currently utilize laptop systems as well as the new teacher
- Purchase a new server to replace the current staff server. This server will utilize Microsoft Server 2008
- Migrate the current staff server to become a student server
- Purchase six (6) ELMO projector systems to be installed in grades 3-6

2012-2013

- Purchase of four (4) desktop systems for the new teacher, replacement of the school secretary PC, replacement of the finance PC, replacement of the technology manager PC.
- Purchase seven (7) ELMO projector systems to be installed in grades K-2 plus the new 5th grade classroom

2013-Future (beyond the scope of this technology plan. Noted for future consideration)

- Installation of a campus wide, secured, wireless network
- Upgrade the UPS systems supporting the servers and network equipment
- Upgrade all hubs and/or switches to support gigabit capacity
- Upgrade the school copiers
- Install ceiling mounted projectors in all classrooms
- Installation of a campus wide surveillance / recording system
- Installation of interactive white boards in all classrooms (14) and the staff room.
- Installation of media control centers in all of the classrooms and the staff lounge
 - To handle an overhead projector
 - PC to projector
 - VHS to projector
 - DVD to projector
 - BluRay to Projector
 - Audio playback to speakers in the room from CD/DVD?VHS/Stereo
- Cable TV to each room
- Installation of phone system for all rooms to include:
 - Voicemail for all staff members
 - Emergency notification from room to office
 - Emergency notification from office to a single room or to all rooms
 - “Code 2” automatic recording (problems in the classroom where a button on the phone automatically notifies the office and records classroom activity)
- Full T-1 Internet capability
- Appropriate system set up for tech personnel to:
 - Communicate with each server (student and staff)

Evaluation of Technology Plan Implementation

Evaluation Plan

Evaluation toward progress in implementation of the technology plan will be monitored by the technology support personnel and the district administrator. Evaluation of the progress toward current goals will be established through a review of the Teacher Technology Initiative survey data. The following focus areas for have been identified and will be addressed as per the timeline. Although MEAP and Scantron Performance Series data focus is not specifically technology related, success on these tests can partially be attributed to the technology rich environment at New Branches School, therefore in evaluating technology it will be most appropriate to review that data in regard to student outcomes.

MONITORING AND EVALUATION

A continuous monitoring and evaluation process will be implemented to ensure that technology is being utilized in a way that best enhances teaching and learning.

Staff Needs Assessment

A Staff Needs Assessment will be updated and implemented by the Technology Manager and will be completed by all instructional staff on an annual basis. The results will be shared with the district administration and allow the district to:

- Verify that technology integration goals are being met
- Identify weaknesses in current strategies to integrate technology into the curriculum
- Determine if implemented strategies are improving standardized test scores
- Plan for future professional development

As the district identifies goals that are not being met, strategies will be reevaluated to determine how to best meet staff needs in order to improve technology integration.

STaR Chart Self-Diagnostic Tool

Taken from the CEO Forum on Technology and Education's Website (<http://ceoforum.org>), the STaR Chart can help our district answer three critical questions:

1. Is our district using technology effectively to ensure the best possible teaching and learning?
2. What is our district's current education technology profile?
3. What areas should our district focus on to improve its level of technology integration?

The technology support personnel will complete the STaR Chart once each year and present the results to the district's administrator.

Questions for Monitoring and Evaluation

On an annual basis, a technology review will be held with all staff and technology personnel to ascertain both the successes that have been realized and to document and plan for those areas within the realm of technology that require further enhancement and/or consideration. In performing this review the staff will be queried on (via questionnaire and during an annual staff meeting) and will provide responses to the following:

1. Is the technology that is currently available working properly such that it is supportive of the educational environment for the classrooms and the school?
2. Do staff members have sufficient knowledge to utilize the existing technology? If not, what forms of additional training is necessary?
3. Are staff members provided with enough time to implement the current technology in the classroom? If not, how can this be supplemented?
4. Review of the current technology goals and objectives. Are all staff fully aware of these?
5. Does the staff feel competent with the currently installed technology? If not what additional training is required?
6. Has staff willingly accepted the integration of each particular technology? If not, how can this acceptance and integration be accomplished?
7. Are students able to utilize the technology proficiently? What additional student level training is necessary? How can the technology staff assist in bringing the students to the necessary level of proficiency?
8. Are technology-related lesson plans grade-level appropriate? How do they measure against the Michigan Educational Technology Standards?
9. Has technology integration resulted in increased student creativity and problem solving skills? What are some examples of this based on student activity?
10. Has technology integration resulted in increased productivity for the staff? How can this continue to be improved?
11. What new technologies need to be evaluated that are available to improve student success?

Technology Budget

The following is the technology budget for New Branches School as designated for either with 2011-2012 or 2012-2013 academic years.

2010-2011 Budget Year

Item Description	Quantity purchased	Unit Cost	Extended Cost	Budget Dollars
Initial Budget				\$10,000.00
New Staff Systems (tower & monitor)	4	\$625.00	\$2500.00	\$7,500.00
New Staff Server	1	\$900.00	\$900.00	\$6,600.00
ELMO Projectors (3-6)	6	\$800.00	\$4,800.00	\$1,800.00
Miscellaneous upgrades / repairs			\$1,800.00	\$0.00

Expenses for Internet service to the school and payroll expenses for the Technology Manager are maintained in budgets outside of the current technology budget.

2011-2012 Budget Year

Item Description	Quantity purchased	Unit Cost	Extended Cost	Budget Dollars
Initial Budget				\$10,000.00
New Staff Systems (tower & monitor)	4	\$625.00	\$2500.00	\$7,500.00
ELMO Projectors (K-2) and new 5 th grade	7	\$800.00	\$5,600.00	\$1,900.00
Miscellaneous upgrades / repairs			\$1,900.00	\$0.00

Expenses for Internet service to the school and payroll expenses for the Technology Manager are maintained in budgets outside of the current technology budget.

2012-2013 Budget Year

Item Description	Quantity purchased	Unit Cost	Extended Cost	Budget Dollars
Initial Budget				\$10,000.00
New Staff and Student Systems (tower & monitor)	12	\$625.00	\$7500.00	\$2,500.00
ELMO Projectors (additional 7-8 grade classrooms)	2	\$800.00	\$1,600.00	\$1,900.00
Miscellaneous upgrades / repairs			\$900.00	\$0.00

Expenses for Internet service to the school and payroll expenses for the Technology Manager are maintained in budgets outside of the current technology budget.

New Branches Schools: Acceptable Use Policies

New Branches Schools Internet Safety Policy

In compliance with CIPA (Children's Internet Protection Act) requirements, New Branches School's, has in place a filter that restricts access to inappropriate and harmful materials on the Internet for all students. New Branches direct observation monitors and tracks student Internet activity.

This filter is designed to allow New Branches to restrict access by category to sites including direct communications such as Chat and E-mail.

The policies that are in place restrict New Branches unauthorized disclosure, use and dissemination of personal identification information regarding minors.

New Branches Schools Acceptable Use Policy

INTERNET USE BY STUDENTS AND STAFF

The purpose of this policy is to facilitate network (electronic mail and electronic bulletin board) and internet access (all referred to as "Network"), for educational purposes for the staff and students where appropriate. As such, this access should (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills. For the purpose of this policy, "user" includes both staff and students.

- A. All District computers, servers and any information, student data, programs, or software provided by the District are the property of the District and are to be used for educational or communication purposes.
- B. The use of the networks is a privilege. The District may review activities and use of computers and internet at any time. Using the computer or internet in a manner not authorized may result in disciplinary action or removal of access. The staff member is entitled to a review meeting and due process. Misuse of the networks includes, but is not limited to intentionally:
 1. altering of system software
 2. placing or distributing of unlawful or unauthorized information
 3. installing viruses or harmful programs on or through the computer system either in public or private files or messages
 4. misrepresenting other users on the network
 5. disrupting operation of the networks through abuse of equipment or software
 6. malicious use of the networks through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks
 7. extensive use for non-curriculum related communication

8. illegal installation of copyrighted software
 9. unauthorized copy or use of licensed copyrighted software
 10. allowing anyone to use an account other than the account holder
 11. intentionally seeking information on, obtaining copies of or modifying files, other data, or passwords belonging to other users
- C. The District retains the right to access and review all electronic mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the District's system. Staff members should have no expectation that any information contained on such systems is confidential or private.
- D. A staff member will not use his/her access to intentionally access or remove any material that is unlawful, obscene, pornographic, abusive, or objectionable; doing so will result in disciplinary action. If the staff member is not certain whether material falls outside of these parameters, approval should be sought from their immediate supervisor prior to accessing or transmitting such material.
- E. All information services and features contained on the networks are intended for the educational use of its registered users and may not be used for commercial purposes. Staff members will not send or forward chain mail or unsolicited advertising.
- F. The use of networks are resources for (in order of priority):
1. support of the academic program
 2. telecommunications
 3. general information
 4. school communications
 5. reasonable personal or association communication to the extent that such use does not violate any express prohibitions of this agreement and does not interfere with assigned duties and responsibilities
- G. The District and/or internet networks does not warrant that the functions of the system will meet any specific requirements that 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 system.
- H. The staff member will diligently delete old mail messages on a weekly basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- I. The District and/or internet networks will periodically review and make determinations on whether specific uses of the networks are consistent with the acceptable use policies. The District and network reserves the right to log internet use and to monitor electronic mail space utilization by users.
- J. The staff member may not transfer file, shareware, or software from information services and electronic bulletin boards without the permission of the New Branches Technology Manager. The staff member will be liable to pay for the cost or fee of any file, shareware, or software intentionally transferred without such permission.
- K. Student supervision of networks use is expected to the extent possible. Staff members however, will be released from liability for inappropriate acts committed by a student with regard to the network or internet without their knowledge.

- L. The District will provide each staff member with a password for accessing the internet and e-mail. The staff member will protect the password and provide for its security.

"For Student" computers will utilize a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors.

The District may use passwords and or filters.

The District reserves the right to log computer use and to monitor fileserver space utilization by users.

The District reserves the right to remove a user account on the Network to prevent further unauthorized activity.

The user is responsible for the proper use of the equipment and will be held accountable for any damage to or replacement of equipment caused by abusive use.

New Branches Schools Student Technology Code of Ethics & Acceptable Use Policy

New Branches Schools encourage and strongly promotes the use of electronic information technologies for educational endeavors. The district provides student access to information resources available in a variety of electronic formats for the development of information management skills. Together these allow learners to access current and relevant resources provide the opportunity to communicate in technologically rich environment and assist them to become responsible, self-directed, life-long learners.

Privileges and Rights

The use of electronic equipment at school is a special privilege. I can use these tools to enhance my educational experiences. I will enjoy this privilege by:

- Producing quality work to share with my teacher, family and friends.
- Taking responsibility for my behavior while using the equipment.
- Informing the teacher of any problems I may experience.
- Informing the teacher of any equipment that is not functioning properly.

Hardware/Software Guidelines

- I will follow the proper procedures for caring for the equipment.
- I will be responsible for the equipment that I am using.
- I will only use software that is approved by the school district.

Internet Guidelines

I have the right to access the Internet to facilitate learning and personal growth in technology information gathering skills, and communication skills.

- I will only go to Internet sites that my teacher has approved.
- I will only use the Internet for school projects.
- I will let my teacher know if I accidentally find any information that makes me feel uncomfortable.

Consequences for misuse of school equipment

If I do not follow the rules or my teacher's instructions this may happen:

- I may receive a warning.
- I may lose my computer privileges for a determined amount of time that he/she and/or principal decide is appropriate for the misbehavior.
- I may have my parents contacted.

TECHNOLOGY PRIVACY

The Board recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All computers, telephone systems, electronic mail systems, and voice mail systems are the Board's property and are to be used primarily for business purposes. The Board retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

Computers, electronic mail, and voice mail are to be used for educational purposes. Personal messages via Board-owned technology should be limited in accordance with the Administration guidelines. Staff members are encouraged to keep their personal records and personal business at home.

Because the Board's computer and voice mail systems are to be used primarily for educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

The Board is interested in its resources being properly used. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the Board's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the Board have the authority to search and access information electronically.

All computers and any information of software contained therein are property of the Board. Staffs members shall not copy, delete, or remove any information or data contained on the Board's computers/servers without the express permission of the Administration or designee or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on any Board computer and may not bring software from outside sources for use on board equipment without the prior approval of the Administration or designee. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.

COMPUTER USAGE

At New Branches School, we believe that the use of technology and Internet on-line services is a privilege extended to students and staff to enhance learning and information exchange. It is for this reason all students at New Branches School will have Internet access unless parent or guardian fills out a Parent Waiver Form for Non-Internet Use which can be obtained in the office.

Policy for Acceptable Use of Computers and Other Technology

It is a general policy that all computers and other technology are to be used in a responsible, efficient, ethical and legal manner.

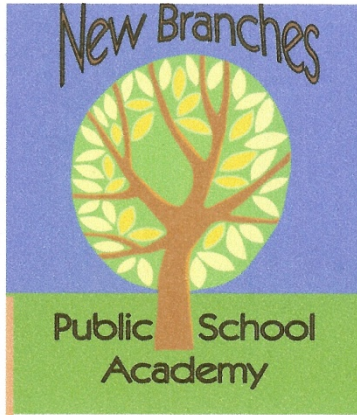
New Branches School declares irresponsible, inappropriate, unethical, obscene, or illegal behavior, or support of such activities, as unacceptable behavior and as just cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action. The AUP guidelines are listed below:

1. Use of the School District's network must be consistent with the School, and the School District's primary goals.
2. The School District network will not be used for inappropriate or illegal purposes of any kind, or for activities that could be dangerous to me or to others.
3. The School District network will not be used to send or receive threatening, obscene, or harassing materials. The District will not be held responsible if the user participates in such activities.
4. The School District network will not be used to interfere with, disrupt, or cause damage to network users, services, software, equipment, or files that do not belong to the student.

5. User of the School District network will respect copyright and fair use practices as is appropriate, legal, and ethical. The user will not use the network for financial or commercial gain without the written consent from New Branches School Board.
6. Students will not access multi-user talk sites (chat rooms) and Internet games, except those designated as permissible.
7. Students are prohibited from gaining or attempting to gain unauthorized access to resources or data.
8. Students are prohibited from posting anonymous messages including using the District technology to send messages to other computers. Students are also prohibited from using the identification or name of another to access another person's account, programs, or files.
9. Students are prohibited from distributing personal information without consent of that individual.
10. Students are not to tamper with technology equipment except when authorized.

11. Students are not to use District Technology or District network without adult supervision or permission.

New Branches School reserves the right to review any material stored in files to which users have access and remove any material which the District, in its sole discretion, believes may be unlawful, indecent, obscene, pornographic, abusive, or otherwise objectionable. The use of technology is a privilege, which may be revoked by New Branches School.



Parent Waiver Form for Non-Internet Use

Student Name _____ Graduation Date _____

At New Branches School, we believe that the use of technology and Internet on-line services is a privilege extended to students and staff to enhance learning and information exchange. It is for this reason, all students at New Branches will have Internet access unless a parent or guardian fills out this Parent Waiver Form for Non-Internet Use.

This form will be kept on file at the school of attendance as evidence of his/her agreement to waive the right to have Internet privileges while attending New Branches School

Parent/Guardian

Signature _____ Date _____