

Maple Lake Public Schools

# Technology Plan

July 1, 2018

Through

June 30, 2021

**Technology Plan Cover Sheet**  
2018-2021 (July 1, 2018 – June 30, 2021)

***Organization Information***

District/Agency/School (legal name):       MAPLE LAKE PUBLIC SCHOOLS ISD 881  
District Number: 0881

***Technology Plan Status***

The District/Agency/School has an approved 2018-2021 technology plan:  
XX Yes  No  
2018-2021 Technology Plan Date of Creation: 06-30-2018

***Identified Official with Authority***

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# Contents: Maple Lake Technology Plan

Organization: Maple Lake Public Schools ISD 881

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## **A. Planning and needs assessment.**

### **1. Organizational leadership and Technology planning committee.**

**Organizational Leadership:** The Technology Coordinator, with guidance from the Technology Planning Steering Committee has the overall responsibility to coordinate all aspects of technology in the Maple Lake School District.

#### **Technology Planning Steering Committee**

The Technology Planning Steering Committee was formed to answer questions regarding the role of technology in education. Represented on the committee are Administration, Teachers, technology Staff and Board Members.

#### **Committee Members are as follows:**

|                                    |                 |
|------------------------------------|-----------------|
| Superintendent                     | Mark Redemske   |
| School Board Member                | Joe Mavencamp   |
| High School Principal              | Dave Hansen     |
| Elementary Principal               | Andrew Sawatzke |
| Elementary Media Manager           | Kath Heffron    |
| Instructional Integrationist       | Mark Mavencamp  |
| Instructional Integrationist       | Beth Haglin     |
| Senior High Teacher                | John Donohue    |
| Junior High Teacher                | Jeff Kubian     |
| Primary Teacher                    | Andrew Brown    |
| High School Media Manager          | Rachel Dale     |
| Technology Assistant               | Melissa Jensen  |
| Chairperson/technology Coordinator | Randy Benoit    |

#### **Technology Planning Steering Committee**

The Technology Sub-Committee was formed to develop and review on an annual basis, a three year comprehensive Technology Plan that will aid in decision-making and guide administration and staff in the implementation of technology into the district, including but not limited to, Network Security, Internet filtering, and Disaster recovery. This Sub-Committee consists of the following staff:

#### **Technology Plan Development Sub-Committee**

|                        |                 |
|------------------------|-----------------|
| Technology Coordinator | Randy Benoit    |
| Technology Assistant   | Melissa Jensen  |
| School Board Member    | Joe Mavencamp   |
| High School Principal  | Dave Hansen     |
| Elementary Principal   | Andrew Sawatzke |

## **2. Demographic of school district and schools.**

**Organization:** Maple Lake Schools, where our most precious resource is our youth. Maple Lake Public School District consists of 887 students in an area 54 square miles located in the heart of Wright County. Maple Lake is approximately 40 miles west of Minneapolis/St. Paul and 30 miles south of St. Cloud. Neighboring Communities include Monticello to the north, Buffalo to the east, Howard Lake to the south and Annandale to the west. Maple Lake is the only school district that falls entirely within the Wright County borders. State Highway 55 runs through the City of Maple Lake. Interstate 94 lies eight miles to our north and connects with Maple Lake via County Road 8.

## **3. Needs assessment.**

### **Needs Assessment to Meet the Technology Vision Statement:**

Through repeated technology assessment surveys of 129 Staff members defining technology skills using basic tools, multimedia tools, communication tools, research/problem solving tools and student assessment during lab/media classes defining basic operation and concepts, social, ethical and human issues, technology productivity tools, technology communication tools, technology research tools, and technology problem solving and decision making tools, the Technology Committee determined the following to be areas of additional training and increased performance needs:

- Increased access to a faster more reliable Internet connection.
- Increased wireless network access throughout the district.
- Increased access to interactive collaboration tools to enhance teaching and assist in classroom instruction.
- Increase student access to mobile devices to promote on and off-campus learning.
- Increased capability to educate through live distance learning programs.
- Increase learner interest and enthusiasm toward and through the use of technology.
- Increase the level of technology staff development opportunities.
- Increase funding for technology.
- Increase awareness of available technology and their benefits.
- Increase time and opportunity to learn new technology skills and utilize them.
- Increase campus security and supervision of technology assets.

## **B. Vision, Goals, Objectives, and strategies for technology.**

### **Maple Lake Schools Mission Statement**

“An exceptional place to work and learn”. We believe every human being seeks enjoyment in all that they do. We create an experience that is rewarding, fun, and beneficial for today and tomorrow.”

## **Technology Vision Statement**

The Maple Lake School District, its administrators, staff, students and community will strive to use all available technology as a tool to assist the learner to reach his or her potential. As a district we will integrate technology into the learning environment by providing opportunities to staff, students and the community in the use of technology to enhance learning ability, create a more productive learning environment, and strengthen communication within our community and beyond.

### **1. Technology as a tool for Parental involvement and communication.**

Technology facilitates parental involvement and communication through a two-way access to the District web page and intranet for internal dissemination of information to staff which communicates policies, standards and initiatives. District notifications are addressed with the use of the School Messenger parent and Staff notification system. All staff are assigned a District email address and are encouraged to generate and update on a weekly basis, a classroom web page. The district communicates through social media events and activities and encourages constructive input from our students, staff and community members.

### **2. Technology integration with Curriculum and instruction.**

Maple Lake School District provides 5-32 PC computer labs, a mobile iPad lab, 2 mobile Chromebook labs, and a mobile laptop lab for instructors to provide technology training for their students. Software available for use includes the following:

Google Apps for Education  
Google Drive  
Microsoft Word 2010/2013/2016  
Microsoft Excel 2010/2013/2016  
Microsoft PowerPoint 2010/2013/2016  
Microsoft Access 2010/2013/2016  
Microsoft Publisher 2010/2013/2016  
Kidspiration Learning Suite  
Inspiration Learning Suite  
Benchmark Universe  
CPS Insight 360  
Smart Notebook Learning Suite  
Destiny Library management system  
Type to Learn Keyboarding software  
Skype

### **3. Technology for Delivery of school media center/library or public library services.**

Maple Lake Schools utilizes the Destiny library management system from Follett software with access from all instructional computers. Students have access to a bank of 4 lookup stations in the Elementary media center and 2 lookup stations in the High School Media Center. The database is hosted online by Follett Software.

#### **4. Technology for administrative support.**

Maple Lake Schools utilizes the Smart Finance, and Human Resource program as a means of administering Staff Management, Payroll and Employee benefit functions. We use the JMC Online program for Student Management, Attendance and Grade book functions.

District Administration has access to 33 PC based computers with Microsoft Office 2016 Suite and Google Apps for Education access. Apple iPad and Android devices allow for schedule and calendar synchronization.

#### **5. Increase/Improve technology access**

Technology use is currently incorporated in the classroom with the use of instructional computers, Smart board and Smart software, Projectors, iPad, Chromebook and PC laptop carts, digital cameras and PC labs using the latest software.

Technology curriculum will be reviewed on an annual basis by the Technology Planning Steering Committee at which time new technology use will be written into the classroom curriculum giving staff guidelines for teaching technology. The curriculum for students will be locally designed standards based on the national standards developed by the International Society for Technology in Education (ISTE). At District level, Information literacy standards have been incorporated into the new Language Arts curriculum that has been aligned with the Minnesota State standards.

The District will strive to increase technology access with a set rotation of replacing technical equipment as it becomes obsolete. We will continue to improve technology access with a dedicated 150 Mbps fiber optic line through Wright Technical Center to the State of Minnesota which will increase internet access speed. We currently have students taking college courses through Southwest Minnesota State University and Lake Superior College. Students have access to non-print resources including Gale Group Databases and Encyclopedia Britannica.

Instructional teachers post class schedules and assignments on individual web pages that are updated regularly. The District Media Manager uses data from the automated library system to compile a report on the media program yearly, the Administration uses the survey data to determine technology and staff development needs and the student information management system for timely decision making.

#### **6. Technology as a tool for Delivery of ongoing professional development.**

We as a District encourage all faculties to display a positive, enthusiastic attitude toward new technologies and the implementation of these technologies within the district. At the rate technology changes we must rely on each other to stay current on all applications and devices.

We encourage staff to take technology courses offered through the district, including workshops offered by district staff, we also encourage staff development teams to use technology as a goal to benchmark the progress of staff and instructional quality.

We must recognize the importance of sharing technology ideas and interests with colleagues and other staff in an effort to increase the overall quality of education we provide for the youth of our community.

On a quarterly basis throughout the school year district technology staff will provide in-house workshops on software and basic technology operations for all staff and stakeholders. The Technology Coordinator will ensure staff is informed of all technology-training opportunities available to the district and the district will ensure proper funding from the staff development fund to provide adequate training for all staff.

Instructional staff will strive to implement this learned technology into the daily curriculum to accomplish the following benchmarks:

- Enhanced learning environment.
- Promote individual learning and critical thinking skills.
- Improve communication among staff, parents and the community.
- Improve community involvement with the education system.
- Improve accuracy of appropriate administrative information for better planning and decision-making.

### **C. Policies and procedures.**

The district has the following plans and procedures in place to ensure compliance with various state and federal laws and to educate and to protect our staff and students:

#### **1. Equitable access for students and library customers with special needs.**

**Assistive Technology tools currently used are computer monitor screen filter, audio speakers that connect with speech devices, Icon manipulation to enhance visual performance, wheel chair accessible computer stations and Big Mac activated voice switch. Software includes WYNN (What You Need Now), Intellikeys, Co-writer, PACER (Parent Advocacy Coalition for Educational Rights) and Microsoft Office 2010.**

*Adopted: June 9, 1997*

*Revised: August 13, 2018*

*ISD #881 Policy 102*

## **102 EQUAL EDUCATIONAL OPPORTUNITY**

### **I. PURPOSE**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.



## II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, cocurricular and extracurricular activities, or other rights or privileges of enrollment.
- D. Every school district employee shall be responsible for complying with this policy conscientiously.
- E. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)  
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)

**Cross References:** ISD #881 Policy 402 (Disability Nondiscrimination)  
ISD #881 Policy 413 (Harassment and Violence)  
ISD #881 Policy 521 (Student Disability Nondiscrimination)  
ISD #881 Policy 522 (Student Sex Nondiscrimination)

2. *Adopted: August 11, 1997* *ISD #881 Policy 515*  
*Revised: July 10, 2017*

## 515 PROTECTION AND PRIVACY OF PUPIL RECORDS

### I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

## **II. GENERAL STATEMENT OF POLICY**

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000. (Summarized).

- 3.** *Adopted: September 9, 2002*  
*Revised: August 13, 2018*

*ISD #881 Policy 524*

## **524 INTERNET ACCEPTABLE USE AND SAFETY POLICY**

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

### **II. GENERAL STATEMENT OF POLICY**

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

#### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

#### **V. UNACCEPTABLE USES**

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
  - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
  - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.

4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
  - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
  - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
    - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
    - (2) Such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “MySpace” and “Facebook.”
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy (ISD #881 Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district

official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## **VI. FILTER**

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
  - 1. Obscene;
  - 2. Child pornography; or
  - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

## **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

## **VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

## **IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

## **X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

## **XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district diskettes, hard drives or servers.
    - b. Information retrieved through school district computers, networks or online resources.
    - c. Personal property used to access school district computers, networks or online resources.
    - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
  - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.



6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

## **XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  1. A copy of the user notification form provided to the student user.
  2. A description of parent/guardian responsibilities.
  3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
  4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
  5. A statement that the school district's acceptable use policy is available for parental review.

## **XIII. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**Legal References:** 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)  
 17 U.S.C. § 101 *et seq.* (Copyrights)  
 20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)  
 47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))  
 47 C.F.R. § 54.520 (FCC rules implementing CIPA) Minn. Stat. §  
 121A.031 (School Student Bullying Policy)  
 Minn. Stat. § 125B.15 (Internet Access for Students)  
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733,  
 21 L.Ed.2d 731 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194, 123 S.Ct. 2297, 56  
 L.Ed.2d 221 (2003)  
*Doninger v. Niehoff*, 527 F.3d 41 (2nd Cir. 2008)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, No. 12-588, 2012 WL  
 3870868 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on  
 other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee’s Summit R-7 Sch. Dist.*, 696 F.3d 771 (8th Cir. 2012)  
*Kowalski v. Berkeley County Sch.*, 652 F.3d 656 (4th Cir. 2011)  
*Layshock v. Hermitage Sch. Dist.*, 650 F.3d 205 (3rd Cir. 2011)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton  
 R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)  
*J.S. v. Bethlehem Area Sch. Dist.*, 807 A.2d 847 (Pa. 2002)

**Cross References:** ISD #881 Policy 403 (Discipline, Suspension, and Dismissal of School  
 District Employees)  
 ISD #881 Policy 406 (Public and Private Personnel Data)  
 ISD #881 Policy 505 (Distribution of Nonschool-Sponsored Materials on  
 School Premises by Students and Employees)  
 ISD #881 Policy 506 (Student Discipline)  
 ISD #881 Policy 514 (Bullying Prohibition Policy)  
 ISD #881 Policy 515 (Protection and Privacy of Pupil Records)  
 ISD #881 Policy 519 (Interviews of Students by Outside Agencies)  
 ISD #881 Policy 521 (Student Disability Nondiscrimination)  
 ISD #881 Policy 522 (Student Sex Nondiscrimination)  
 ISD #881 Policy 603 (Curriculum Development)  
 ISD #881 Policy 604 (Instructional Curriculum)  
 ISD #881 Policy 606 (Textbooks and Instructional Materials)  
 ISD #881 Policy 806 (Crisis Management Policy)  
 ISD #881 Policy 904 (Distribution of Materials on School District  
 Property by Nonschool Persons)

## **D. Technology Infrastructure, management and support.**

Maple Lake has Windows computers for student, staff and administrative use.

### **Administrative use**

- 33 networked Windows computers available for administration/support staff use.

### **Student use**

- 345 computers available for multimedia use and word processing.
- 345 of these computers are capable of scanning and running presentation software
- 345 of these computers are capable of accessing the Internet.
- 8 of these for Media circulation system.
- 6 of these for Journalism skills
- 20 of these for Industrial Tech Ed applications
- 30 iPad for mobile lab and classroom use
- 32 PC Based Laptop mobile lab
- 30 unit Chromebook mobile lab in Elementary
- 32 unit Chromebook mobile lab in High School
- 24 additional Chromebook for classroom use

### **Staff Use (Student use when permitted)**

- 84 computers available for staff use.
- 23 Windows computers available for Special Education services.
- 59 iPad for classroom use

### **Shared district resources**

- Shared District Resources: Microsoft Server 2016 used as an application, file and print server, a Microsoft server 2008 for student management software, a Microsoft Server 2008 Internet Information Server used as a web server and a Windows 2012 server used for Payroll and human resources.

Maple Lake will strive to replace at least 12.5% of district equipment per year affording a rotating replacement cycle of 8 years, funding for this replacement cycle may be available through building capital.

| <i>Type of Equipment</i> | <i>Description of Use</i>                        | <i>Quantity</i> | <i>Average Age</i> | <i>Replacement Cycle</i> |
|--------------------------|--|-----------------|--------------------|--------------------------|
| PC Workstations          | Computer Lab and Classroom Instructional Support | 517             | 4 Years            | 8 Years                  |
| Apple iPad               | Staff and Student Use                            | 89              | 3 Year             | 3-4 Year                 |
| Chromebooks              | Staff and Student Use                            | 88              | 2                  | 3-4 Year                 |
| Servers                  | Admin and workgroup servers                      | 4               | 4 Years            | 8 Years                  |
| Printers                 | Computer Lab and Classroom Instructional Support | 34              | 4 Years            | 8 Years                  |
| Scanners                 | Admin and multimedia Support                     | 6               | 4 Years            | 8 Years                  |
| Smart Boards             | Classroom instructional support                  | 40              | 4 Years            | 10 Years                 |
| Student Response systems | Classroom instructional support                  | 5               | 5 Years            | 10 Years                 |
| Projectors               | Classroom instructional support                  | 69              | 5Years             | 10 Years                 |
| Fax Machines             | Administrative use                               | 2               | 5 Years            | 8 Years                  |
| Digital Camera           | Admin And Multimedia Support                     | 4               | 3 Years            | 8Years                   |
| Tape Back-up             | Server Support                                   | 1               | 4 Years            | 8 Years                  |
| Switches                 | Network Infrastructure                           | 26              | 1Years             | 8 Years                  |
| Video Display System     | Video Infrastructure                             | 2               | 8 Years            | 8 Years                  |
| Router                   | Network Infrastructure                           | 2               | 2 Years            | 5Years                   |
| Telephone System         | Voice Infrastructure                             | 1               | 11 Years           | 15 Years                 |
|                          |  |                 |                    |                          |
|                          |  |                 |                    |                          |

## **Software**

*Maple Lake Staff go to great lengths to ensure that all software installed on district equipment is properly and legally licensed.*

### **Current software being used includes:**

Microsoft Office 2010/2013 professional Office 2016 Standard (MS Word, MS Excel, MS PowerPoint, MS Access, MS Publisher)

Smart Systems Payroll and Human Resource systems

SQL 2017 server

JMC Student Management

JMC online grade book

JMC online Attendance

Wordware Lunch systems

Follett Software Destiny Library management

Type to Learn Keyboarding software

Paint shop Pro

Google Mail

Google Apps for Education

Internet Explorer/Firefox/Chrome Browser software

Smart notebook software

EInstruction student response system

Sped Forms

### **Wiring/cabling (voice, data, and video):**

Maple Lake School is currently wired for Ethernet category 5e twisted pair wiring to all rooms and offices including a Fiber optic backbone to all switch closets. An existing 150 Mbps fiber connection via Charter to Wright Technical Center provides the buildings with Internet. Phones are in every classroom and office. Maple Lake has implemented a Mitel voice over IP (VOIP) and analog business phone system with embedded voice mail processing system.

### **Routers, switches, hubs, bridges:**

Maple Lake Schools consists of one front-end closet in the High School main office, one Front-end closet in the Elementary Gymnasium and ten additional closets in the following locations:

High School.

- Room C23
- Storage room in D wing
- Basement room next to media center
- Storage room in gymnasium
- Tech Ed Lab
- Activity Center Closet

- Technology Office
- High School Office Closet

Elementary

- Storage room in Gymnasium
- Computer Lab Closet
- Third grade closet
- Kidville closet

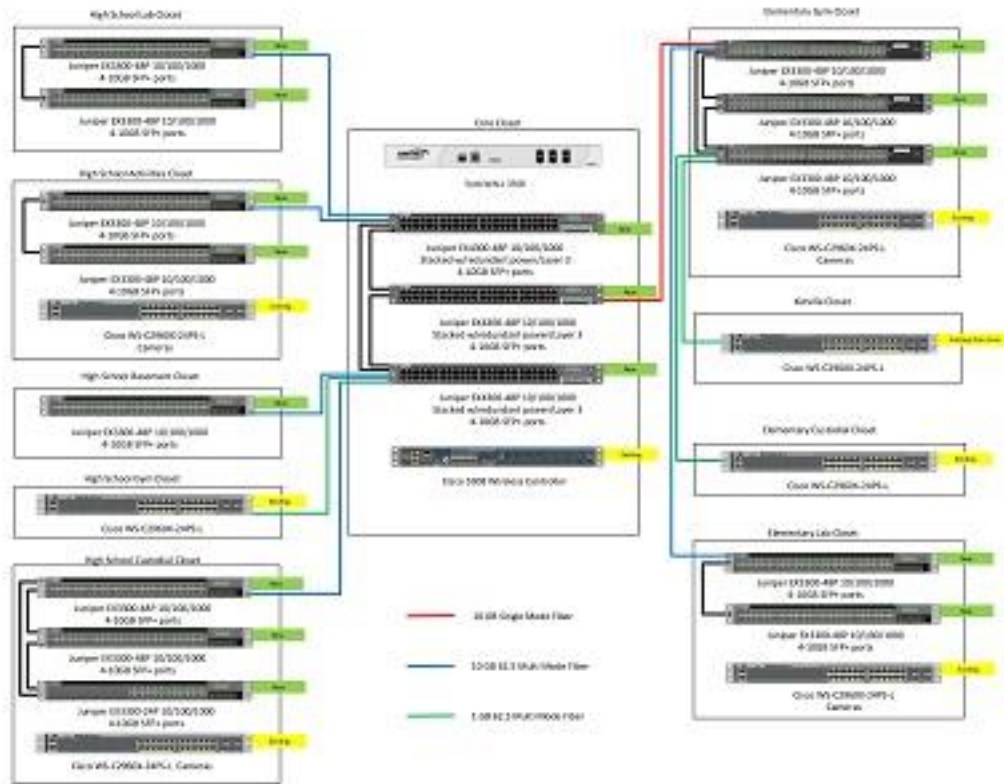
This network consists of one Cisco ME3400 series and one Cisco 4331 router, 16 Juniper and 10 Cisco switches with a possibility of 864 active Ethernet ports at any given time.

In accordance with Section C of this plan, the district has several approved plans in place to deal with Equitable Access, security, data privacy and disaster recovery. These plans will be reviewed and updated on an annual basis by the Technology Coordinator and/or assigned committee's.

Maple Lake School District employs staff to act as technical support, help desk and user support for computer and technology repair. The district out sources less than 5% of needed repairs to outside vendors. We have tape backup systems available on all servers and a remote drive backup on the Student management server, the web server and the Application and file server; backup is conducted nightly on a 7 day tape rotation. The Technology Coordinator when needed conducts data disaster recovery.

On-site staff with guidance from the Technology Coordinator and Technology Committee will periodically review and implement a Systems Development Life Cycle (SDLC) on an 8 year cycle as per the replacement cycle outlined in Section D of this plan, or as determined by the Technology Committee and Technical Staff.

The following diagram lays out the current Technology Model for Maple Lake Public School District #881.



### E. Role of School media center/library and regional public library system.

Maple Lake school District has 2 media centers located in the Elementary for grades K-6 and the High School for grades 7-12. We currently employ two media center supervisors, which are members of the Technology committee. The media center supervisors assist teachers in using technology applications to increase student achievement in the related curriculum areas and work with teachers in planning, instructing and assessing the students.

Maple Lake is currently developing district wide standards for teachers and students, the foundation of the standards will be the ISTE standards for Teachers and ISTE standards for students developed by The International Society for Technology in Education. They will include six broad areas of competencies that students should be engaged in to become technologically literate citizens, these include creativity and innovation, communication and collaboration, research and information fluency, critical thinking, problem solving, and decision making, digital citizenship and technology operations and concepts.

To deliver media support for teachers and students, we partner with the Central Minnesota library exchange program and participate in purchasing programs offered through The Central Minnesota Educational Research and Development Council.

## **F. Staff development and training.**

Newly created goals for teachers by the District Leadership Team include learning technology skills and using technology as a teaching tool. Training is taught both formally and informally. At the Elementary level there is time allocated at staff meetings to share technology curriculum ideas and projects, The district employs a technology teacher that meets with grade level teachers to assist in incorporating technology into the classroom.

At the Elementary and Secondary level the technology classes are offered during late start and workshop days. The technology teacher works collaboratively with the teachers to implement the use of technology into the curriculum, instruction and assessment. All technology staff on an as-needed basis continually address informal training. Particular challenges we have experienced in providing sufficient staff development activities include the time it takes for teachers to review software, determine how it fits with their instructional program and to plan a curricula that incorporates this technology.

Adopted: March 14, 2005

ISD #881 Policy 425

Revised: July 10, 2017

### **425 STAFF DEVELOPMENT**

#### **I. PURPOSE**

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

#### **II. DISTRICT LEADERSHIP TEAM (DLT) AND SITE LEADERSHIP TEAMS**

A. The School Board will establish a District Leadership Team (DLT) to develop a Staff Development Plan, assist Site Leadership Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the DLT shall consist of teachers representing various grade levels, subject areas, and special education. The Team also will include nonteaching staff, parents and administrators.
2. Members of the DLT shall be appointed by administration on behalf of the School Board. Team members shall serve terms, shown in Appendix A, based upon nominations by board members, teachers and paraprofessionals. Replacement members of the DLT shall be appointed as soon as possible following the resignation, death, serious illness or removal of a member from the Team. The School Board retains its authority to make final decisions on the DLT membership.

B. The School Board will establish the Site Leadership Teams.

1. Members of the Leadership Teams will be appointed by the building principals on behalf of the School Board. Team members shall serve terms, shown in Appendix A, based upon nominations by board members, teachers and paraprofessionals. Replacement members of the Leadership Teams shall be appointed as soon as



possible following the resignation, death, serious illness or removal of a member from the Team. The School Board retains its authority to make final decisions on Leadership Team membership.

2. The majority of the Leadership Teams shall be teachers representing various grade levels, subject areas, special education and support staff personnel.

### **III. DUTIES OF THE DISTRICT LEADERSHIP TEAM (DLT)**

- A. The DLT will develop a Staff Development Plan which will be reviewed and subject to approval by the School Board each year.
- B. The Staff Development Plan must contain the following elements:
  1. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the School Board;
  2. The means to achieve the Staff Development outcomes;
  3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minn. Stat. § 122A.18, Subd. 4(b);
  4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
    - a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using researchbased best practices methods;
    - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
    - c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
    - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
    - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
    - f. Effectively deliver digital and blended learning and curriculum and engage

students with technology; and

- g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.

5. The Staff Development Plan also must:

- a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
- b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
- c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minn. Stat. § 120B.125;
- d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
- e. Reinforce national and state standards of effective teaching practice.

6. Staff development activities must:

- a. Focus on the school classroom and research-based strategies that improve student learning;
- b. Provide opportunities for teachers to practice and improve their instructional skills over time;
- c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
- d. Enhance teacher content knowledge and instructional skills;
- e. Align with state and local academic standards;
- f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
- g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;.
- h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional

strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and

- i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
  7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
  8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.
- C. The DLT will assist Leadership Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The DLT will evaluate staff development efforts at the site level and will report to the School Board on an annual basis the extent to which staff at the site have met the outcomes of the Staff Development Plan.
- E. The DLT shall assist the School District in preparing any reports required by the Department of Education relating to staff development including, but not limited to, the reports referenced in Section VII below.

#### **IV. DUTIES OF THE LEADERSHIP TEAM**

- A. Each Leadership Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The School Board will review the site plans for consistency with the Staff Development Plan annually.
- B. The Leadership Team must demonstrate to the School Board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the School Board can be made by the DLT to avoid duplication of effort.
- C. If the School Board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

#### **V. STAFF DEVELOPMENT FUNDING**

- A. Unless the School District is in statutory operating debt, a majority of the School District Board and a majority of its licensed teachers vote to waive the requirement to reserve basic revenue for staff development, or other statutory or legislative actions permit, the School District will reserve an amount equal to at least two percent of its basic revenue for: in-service education for violence prevention programs to help students learn how to resolve

conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. In order to receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.

1. The School District will allocate 50 percent of the reserved revenue to each school site in the district on a per teacher basis and will retain such funds for each school site until used.
  2. The School District will allocate 25 percent of the reserved revenue to make grants to school sites for best practices methods. These grants may be used by the school sites for: any purpose authorized by Minn. Stat. § 120B.22, Subd. 2, or § 122A.60; the costs of curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; substitute teachers for staff development purposes; and other staff development efforts determined by the Leadership Team. Criteria used by the School District in awarding best practice staff development grants to sites include, but are not limited to, the following:
    - a. Grant application includes objectives which have a clear connection to the building/district Staff Development Plan;
    - b. Grant application includes provisions for discussion, collaborating, informing, and coaching one another on an ongoing basis;
    - c. Grant application provides for ongoing assessment of professional practice and student performance; and
    - d. Grant application specifies best practices to be addressed.
  3. The School District may retain 25 percent of the revenue to be used for district-wide staff development efforts.
- B. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs. This additional expenditure does not need to follow the allocation described in Part V.A. above.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61.

## **VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS**

- A. On a yearly basis, the DLT, with the assistance of the Leadership Teams, may prepare a projected budget setting forth proposals for allocating staff development funds reserved for each school site. Such budgets may include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the School Board, the DLT shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the School Board and/or Superintendent for consistency with the Staff Development Plan regularly.
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

## **VII. REPORTING**

- A. The school district and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's world's best workforce report.
  - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
  - 2. The report will provide a breakdown of expenditures for:
    - a. curriculum development and curriculum training programs;
    - b. staff development training models, workshops, and conferences; and
    - c. the cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level, and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

- B. The report will be signed by the superintendent and staff development chair.



|                     |                      |             |           |                 |           |           |           |           |
|---------------------|----------------------|-------------|-----------|-----------------|-----------|-----------|-----------|-----------|
| Staff Requests      |                      |             | \$ 15,000 | \$ 14,790       | \$ 15,000 | \$ 14,790 | \$ 15,000 | \$ 15,000 |
| Miscellaneous Needs |                      |             | \$ 2,994  | \$ 1,297        | \$ 2,994  | \$ 1,297  | \$ 2,994  | \$ 2,994  |
| <b>Total</b>        | \$ 36,023            | \$ 36,191   | \$ 60,094 | \$ 43,857       | \$ 96,117 | \$ 80,048 | \$ 92,747 | \$ 69,494 |
| Available Funding   | \$ -                 | \$ -        | \$ 96,117 | \$ 96,117       | \$ 96,117 | \$ 96,117 | \$ 92,747 | \$ 69,494 |
| Remaining Funding   | \$ (36,023)          | \$ (36,191) | \$ 36,023 | \$ 52,260       | \$ -      | \$ 16,069 | \$ -      | \$ -      |
| Notes               | Upgrades<br>Switches |             |           | Misc.<br>Phones |           |           |           |           |

| Technology Funds through other Sources |           |                   |           |                   |
|--|-----------|-------------------|-----------|-------------------|
| Description                            | 2017-18   | 2017-18<br>Actual | 2018-19   | 2018-19<br>Actual |
| Infrastructure Upgrades - E-Rate       | \$ 31,003 | \$ 31,003         |           |                   |
| Computer Rotation - 302                | \$ 22,500 | \$ 28,914         |           |                   |
| JMC Student Management Sub.            | \$ 6,393  | \$ 7,173          |           |                   |
| Bandwidth from ERDC                    | \$ 9,750  | \$ 5,164          | \$ 8,230  |                   |
| Supplies, Services & Maintenance       | \$ 16,860 | \$ 9,134          | \$ 16,860 |                   |

Note - Our bandwidth expenditure was actually \$8,784 in 2017-18, but we received \$3,620 in E-Rate revenue.

## H. Implementation Plan.

**Technology Implementation Action Plan:** Following is a list of Priorities identified by the Technology Committee to be addressed by the Year One Action Plan.

### Maple Lake High School

1. Additional in-service for staff development.
2. Seek Additional funding for technology through state and federal grants.
3. Equipment replacement and upgrade on a 8 year rotating schedule.
4. Strive to incorporate Technology curriculum into classroom curriculum.

### Maple Lake Elementary School

1. Additional in-service for staff development.
2. Equipment replacement and upgrade on a 8 year rotating cycle.
3. Seek additional funding for technology through state and federal grants.
4. Strive to incorporate Technology curriculum into classroom curriculum.

### District Level

1. Additional in-service for staff development.
2. Strive to incorporate Technology curriculum into classroom curriculum.
3. Continue to upgrade applications software and research and integrate new technologies.
4. Seek additional funding for technology through state and federal grants.
5. Evaluate options for a bring you own device and 1 to 1 initiative implementation

## Year One Action Plan

An action plan for the first year of implementation is presented below:

| <b>Initiative and Activities Responsibility Timeline 2018-2021</b>   | <b>Responsibility</b> | <b>Date</b> | <b>Fund</b> |
|--|-----------------------|-------------|-------------|
| 1. Continue to test and evaluate new technologies for BYOD and 1 to 1 initiative including applications.   | Tech Coordinator      | 07/18-07/19 | district    |
| 2. Increase Technology funding   | Administration        | 07/18-07/19 | district    |
| 3. Research external mean of funding for district technology.  | Tech Coordinator      | 07/18-07/19 | district    |
| 4. Continue to research distance learning sites to determine functionality and cost effectiveness of the programs and implement them into our staff and student development. | Tech Coordinator      | 07/18-07/19 | district    |
| 5. Incorporate technology curriculum into classroom curriculum.  | Tech/TIS              | 07/18-07/19 | district    |
| 6. Promote the use of technology amongst staff and the community through in-service and presentations.   | Inst Tech Trainer     | 07/18-07/19 | district    |
| 7. Increase staff development opportunities by offering a more diverse range of training topics  | Inst Tech Trainer     | 07/18-07/19 | district    |
| 8. Increase time and opportunity to learn and utilize new technology skills  | all                   | 07/18-07/19 | district    |
| 9. Increase security and supervision of technology assets.   | Tech Coordinator      | 07/18-07/19 | district    |

## Extended Action Plan

An action plan for year 2-3 of implementation (school year 2019-2021) is presented below:

### **Initiative and Activities Responsibility Timeline 2019-2021**

1. Advance faculty computer literacy for classroom instructional purposes.
2. Revise curriculum guides to reflect technological goals, objectives, and values inherent in the technology plan.
3. Maintain and improve upon an 8-year hardware/software rotation cycle.
4. Upgrade software to support and complement current curriculum.
5. Enhance the use of technology amongst staff and the community through in-service and presentations.
6. Establish additional partnerships with area businesses and the community to articulate needs and develop plan that will benefit both the school and the business.
7. Increase technology funding to ensure our students and staff have access to, and the comprehensive knowledge to use the latest, most advanced technology tools.
8. Continue to plan for increased time and opportunity to learn and utilize new technology skills.
9. Budget for staff technology requests.

The Technology Committee will carefully monitor the district plans, decisions made regarding the process of implementing technology into the district will be based on these plans. Status and progress will be relayed to the Superintendent, School Board Members and the community via the local newspapers and district web site to ensure proper dissemination of information.



## **I. Evaluation Plan.**

### **1. Summary of results of evaluation of previous 3 year plan.**

The district technology committee met to evaluate the district compliance to the previous technology plan and came to the following conclusions:

- Despite current budget constrictions, access to technology in the district has greatly improved.
- Current software is available for staff and student use.
- Initial integration of iPad/Tablet and mobile technology.
- Encourage BYOD use within the classroom.
- The ability of the staff to teach technology is improving.
- The administration has a higher awareness of the constant need for additional funding to maintain and improve our current technical resources.
- The district is making an effort to address future needs.

### **2. Evaluation strategy for 2018-2021 Technology plan.**

The Technology Committee will be responsible for monitoring and evaluating the progress of the Technology Plan. In order to do so, the committee will

- Meet at least three times a school year, at the beginning, in the middle and at the end of the year and assess the implementation of the Technology Plan.
- Assess the progress of staff development with regard to staff and student computer literacy.
- Assess the degree in which technology has been integrated into normal classroom instruction.
- Assess the degree in which technology has enhanced communication between district and community.
- Review possible actions to enhance the district use of technology.
- Evaluate and implement Chromebook, iPad and tablet technology.
- Encourage BYOD learning within the district.

The Technology Coordinator will provide a detailed report to the Superintendent, board members and community on the progress of the Technology Plan/Action Plan and how they are being used to ensure assessed needs in step 3 of this plan are being addressed.