
Technology Plan

July 1, 2007- June 30, 2010

<http://www.hamtramckacademy.org/Brix?pageID=380>

Hamtramck Academy
11420 Conant
Hamtramck, Michigan 48212
(313)368-7312

District Code: 82977 Hamtramck Academy

ISD: Wayne RESA

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Technology Plan July 1, 2007- June 30, 2010

Hamtramck Academy

School Contact Information

Intermediate District Name:	Wayne County RESA
District Name:	Hamtramck Academy
School Name:	Hamtramck Academy
School Code Number:	9307
Address:	11420 Conant
City, State. Zip code:	Hamtramck, Michigan, 48212
Phone Number:	(313) 368-7312
Fax Number:	(313) 368-7376
Technology Plan Contact:	Sherri Bryant
Technology Plan Contact Email:	52.sbryant@nhamail.com
School Technology Committee Members	Stephanie Glenn Principal Sue Cichowlas Parent Ryan DeSana Teacher Sherri Bryant Technology Facilitator Rebecca Webster Office Manager Tamiko Washington At-Risk Coordinator
URL for technology plan on Web:	techplan.heritageacademies.com/school_plans/<Hamtramck>/default.htm
Years covered by plan:	2007-2010
Start date of plan:	July 1, 2007
End date of plan:	June 30, 2010

Introduction

About Hamtramck Academy

School Technology Purpose Statement

Working in partnership with parents and community, the Hamtramck Academy mission is to become one of the best schools in Hamtramck. We expect our students to master basic skills and realize their full academic potential in preparation for higher education and adulthood.

Vision

All students will be computer literate by Eighth Grade.

School History & Demographics

Hamtramck Academy was founded in 2002 by a local board of directors. Subsequently, National Heritage Academies was hired to provide professional services to Hamtramck Academy. Since its opening, Hamtramck Academy has seen enrollment grow to 403.

The population of the school reflects that of the surrounding community and is broken out as detailed below:

School Demographics

	Female	Male	Total
Asian American	60	74	134
American Indian/ Alaska Native	0	0	0
Black/African American	107	107	214
Hispanic/Latino	2	5	7
White	30	18	48
Totals	199	204	403

School Affiliation & Philosophy

In order to fully understand the role of technology at Hamtramck Academy, it is important to understand the relationship between the school and the company contracted to provide professional services.

National Heritage Academies (NHA) is an Educational Services company founded in 1995 to support charter schools with professional management services. Since its first contract with Excel Charter Academy in Grand Rapids, Michigan, NHA has expanded to support 53 schools serving over 32,000 students in 2006-2007.

NHA provides shared services between the schools it manages including, but not limited to:

1. Facility management
2. Curriculum support & staff development
3. Human resource support
4. Accounting and finance support
5. Board relations
6. State compliance & reporting
7. Technology infrastructure design, management, and support

NHA affiliated schools maximize school success through a deliberate process of sharing common resources to leverage economies of scale and sharing best practices for continuous improvement.

For more information about National Heritage Academies, please refer to the NHA website, <http://www.heritageacademies.com>.

High Student Performance

Student achievement is the bottom line for measuring success at Hamtramck Academy. Bearing this in mind, all activities and programs are evaluated using this metric. Technology, therefore, adds value in as much as it positively impacts student achievement.

We believe that “how” technology is applied in the classroom is substantially more important than “how much” or “how often” technology is applied. Technology’s role in an instructional setting must be deliberate, well-designed and continuously assessed. Ultimately, the successful application of technology for learning lies in the alignment of curriculum, staff preparedness, the quality and availability of training, responsive support systems, and the existence of a reliable and accessible infrastructure.

Safe, Orderly, and Caring Schools

Hamtramck Academy relies on NHA’s proprietary Moral Focus curriculum as a core element for developing a safe, orderly, and caring school environment. In a culture that is increasingly dominated by the presence of technology, students must be able to see the connection between actions and consequences. Just as NHA aligns its technology with its instructional goals and objectives, the policies relating to technology use must align with the development of strong moral character and good citizenship. This alignment is reflected in documents such as the Acceptable Use Policy [AUP] (see **Appendix A**), Internet Usage Policy, the application of copyright laws, etc.

In an effort to ensure safety in the school environment, technologies such as classroom telephones, security systems, and facility monitoring systems are leveraged.

Quality Teachers, Leaders, and Staff

Hamtramck Academy is committed to developing an environment that fosters professionalism, personal growth, and knowledge acquisition. Technology plays a key role in the development of this environment by providing tools that can increase productivity, allow access to NHA's curriculum resources, and connect teachers with resources and people throughout the world. To develop truly world-class teachers and administrators, Hamtramck Academy will implement a targeted staff development program designed to help the teachers at school become more effective in their various roles by leveraging technology. This staff development effort will be supported by NHA resources and methodologies as part of a larger staff development effort.

Strong Family, Community, and Business Support

Hamtramck Academy is committed to partnering with parents as a foundational element of our educational program and the development of a strong school culture. Research tends to support this approach, indicating that parent involvement has a measurable impact on student achievement¹. Accordingly, over the 2006-2007 school year, a technology committee made up of Hamtramck Academy administration, teachers and parent consultant was established to begin the initial process of developing and finalizing this plan. A parent representative from the Hamtramck Academy School Improvement Team has also reviewed and approved this current plans emphasis and goals.

Supported by NHA, Hamtramck Academy believes that communication technology can be a powerful force in removing the barriers that sometimes exist between the classroom and the living room. As access to the Internet becomes ubiquitous, NHA has already initiated efforts that build and support technologies to extend the learning environment beyond the walls of the classroom and into student's homes. These technologies allow, parents at Hamtramck Academy to gain access to information about their children's academic performance through the *AtSchool program*. Communication with teachers is available with E-mail and newsletters created and posted to the school webpage and the *AtSchool program*. Additionally, Hamtramck Academy provide parents with access to a computer in the Parent's room.

The use of technology also provides Hamtramck Academy with the ability to involve the greater community in the life of the school.

Effective and Efficient Operation

Hamtramck Academy derives several significant benefits through our association with NHA. Chief among these is access to professional services and resources that would otherwise be unaffordable. Because Hamtramck Academy is one of 53 schools receiving services from NHA, we are able to take advantage of a shared services model that results in economies of scale. Through our contract, we are serviced by a professional technical

team that provides Hamtramck Academy with consulting, implementation, and support for all technology efforts. As a result of these shared services, our school is part of a network of other schools and best practices are shared readily. Ultimately, the partnership between Hamtramck Academy and NHA allows the school's staff to focus its efforts on the delivery of instruction and student achievement without spending a disproportionate amount of money implementing and supporting technology.

Curriculum and Instruction

Current Situation

While NHA provides a recommended curriculum scope and sequence for technology use and skill development, Hamtramck Academy is focused on implementing these resources to ensure that all students to develop the requisite computer skills to be technologically literate by the time they leave the Eighth Grade.

With access to technology as outlined in the infrastructure & connectivity section of this plan, Hamtramck Academy has the resources necessary to effectively deliver the curriculum. In addition, the school allocates time for technology use to meet NCLB and Michigan State technology standards (METS).

Time Committed to Technology Instruction (Weekly)	
Kindergarten	60 minutes
First Grade	60 minutes
Second Grade	60 minutes
Third Grade	60 minutes
Fourth Grade	120 minutes
Fifth Grade	120 minutes
Sixth Grade	120 minutes
Seventh Grade	120 minutes
Eighth Grade	120 minutes

Additional technology use is expected outside of technology-specific instruction. Students are asked to use technology to further their academic development through its use in content-specific projects such as curriculum-based presentations, classroom simulations, and research/review of Web-based content.

Hamtramck Academy encourages the teachers' use of technology by providing real-time support through the Library Technology Specialist (LTS). Based in the school, the LTS consults with teachers on a daily basis to identify and support technology integration opportunities within the classroom. Through the school's affiliation with NHA, the school's LTS meets regionally with other LTS' to share best practices with one another.

Strengths of the Current Model for Technology & Instruction

- Technology-infused lessons have been collected, developmentally sequenced, and indexed. Each NHA affiliated school has access to a collection of lessons designed to integrate technology use with the academic curriculum while developing technology skills so that students are technologically literate by the Eighth Grade.
- Each technology integrated lesson has an assessment component of which teachers can transfer student abilities (data) to a checklist for clear record keeping and progression of skill development of each student.

- Teachers at NHA schools have a high degree of flexibility regarding technology use in the classroom. Within the context of a rigorous academic curriculum, technology is leveraged to support and enhance instruction as teachers see fit.
- LTS' provide the catalyst within the school to encourage and support appropriate use of technology, to provide or develop curricular resources for teachers, and to encourage acceptance of technology integration through real-time support and staff development.
- LTS' have assisted teachers to be more thorough in their assessment of student skill levels and to re-teach areas where gaps in learning have occurred.

Future

Philosophy

By incorporating NHA's approach to technology into the school environment, students at Hamtramck Academy will develop information literacy skills through a comprehensive technology curriculum. These skills will be transferred through the integration technology in the course of academically related activities. Teachers will develop an appropriate technology skill-set through staff development opportunities and will apply these skills in his/her instruction.

Developing Technology Skills

NHA's core academic curriculum is very rigorous, focuses on the development of foundational skills and background knowledge. NHA approaches the acquisition of technology skills in much the same way. From this perspective, it is essential that instructional time be provided for the development of these skills. Of equal importance, however, is the ability to prioritize this instructional time relative to the core academic areas.

Hamtramck Academy approaches the formal acquisition of technology-related skills deliberately. While computer technologies should be used at all grade levels to support the delivery and enhance the effectiveness of instruction. The NHA Scope and Sequence has provided for standards instruction K-2 as needed. During the upper elementary years (grades 3-5), the curriculum calls for students to develop specific technology skills that align with state and national standards. With the ultimate goal of having each 8th grade student technology literate, technology-skill instruction will be addressed in the context of academic coursework during each student's middle school education. Teachers in grades 6-8 will continue to include the development of computer skills in their classroom activities and students will be expected to apply these skills appropriately to enhance their learning and to produce academic work in preparation for their entry into secondary school.

Technology Approach by Grade Level

	Philosophy / Approach	Resources
K – 2	Technology skills are not formally taught or assessed. Technology is used throughout the curriculum to	LCD projectors, Internet connectivity Limited student access to computers in common spaces or in the classroom

	<p>enhance instruction as appropriate and as indicated in the curriculum guidelines.</p> <p>Examples:</p> <ul style="list-style-type: none">• Students access technology in the classroom or the media center as part of an instructional activity. Use of technology is designed solely to reinforce mastery of the content material.• Teachers use technology to enhance the presentation of material to their students through simulation, projection, etc.	<p>Basic computer skills introduced in lab and classroom setting.</p>
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<p>3 – 5</p>	<p>Instructional time is dedicated to developing specific technology skills such as:</p> <ol style="list-style-type: none"> 1. Computer operations 2. File management 3. Word processing 4. Keyboarding 5. Presentation tools 6. Spreadsheet use 7. Database basics 8. Internet use & responsibilities <p>Examples:</p> <ul style="list-style-type: none"> • All fourth grade students take part in a 9 week keyboarding course with periodic refresher lessons throughout fifth grade • Teachers provide students with technology-specific instruction to prepare them to apply the use of technology to their learning. For example, a teacher may give instruction on writing formulas in a spreadsheet in preparation for a unit in which data will be stored and evaluated using a spreadsheet. • Teachers will use a combination of curriculum-aligned activities and fully technology-integrated units of curriculum to deliver instruction and build technology skills as dictated by the Technology scope & sequence. 	<p>LCD projectors, Internet connectivity Regularly scheduled student access to computers required in either a shared space (lab / media center) or in the classroom.</p>
<p>6 – 8</p>	<p>Instructional time in the middle is devoted to developing specific technology skills in an authentic learning context. The skills developed in the middle school build on those developed in the upper elementary grades and expand to include:</p> <ol style="list-style-type: none"> 1. Digital imaging 2. Digital audio 3. Desktop publishing 4. Presentation 5. Basics of good design 6. Web page authoring 7. Application integration 8. Appropriate Internet use <p>Examples:</p> <ul style="list-style-type: none"> • Students will be asked to create and incorporate various digital media elements into consistent and cohesive projects that support the curriculum such as presentations, Web sites, spreadsheets, etc. • Teachers will require students to begin to view technology as a tool for producing academic work, undertaking research, and 	<p>LCD projectors, Internet connectivity Pervasive student access to computers required in either a shared space (lab / media center) or in the classroom. The technology should become part of the tools used in the classroom.</p>

Timeline for Curriculum Integration

The following timeline serves to address the integrated technology activity a student will participate in at Hamtramck Academy:

Grade Level	Integration Activity
K - 2	Classroom teachers are encouraged to lead technology integrated lessons when possible. The media center resources are available for lessons.
3 - 6	<p>Classroom teachers will teach technology integrated lessons encompassing the Technology Scope and Sequence within their core academic curriculum.</p> <p>Option 1: By following the recommended technology lesson sequence for Open Court, the teacher will accomplish the Technology goals for that grade level within the framework of the Open Court Reading Curriculum.</p> <p>Option 2: Alternatively, teachers may follow the recommended technology lesson sequence termed "Cross-Curricula" and will meet the technology objectives for that grade level within the framework of the core curriculum.</p>
7 - 8	Classroom teachers will continue to integrate technology into the core subject areas. In addition, a "Computer Teacher" will instruct students on the technology skills necessary to complete technology literacy assessments successfully.

Technology's Role in the Academic Curriculum

Although specific technology-related skills are not treated equally at each grade level, the underlying philosophy regarding technology's role in the delivery of instruction is consistent across all grade levels. All teachers at Hamtramck Academy will be expected to develop basic competencies in the use of teaching technologies (see Technology Staff Development section of this document) and to use these technologies appropriately to enhance the delivery of instruction. Additionally, NHA will continue the development of curriculum that capitalizes on the multi-modal aspects of digital technology. (See **Appendix B** for details of the Technology Skills Scope & Sequence)

Online Access to Curriculum

Internet-based technologies streamline the process for distributing of information. Hamtramck Academy has access of a vast collection of curricular resources made developed for and aligned with the NHA curriculum. These resources include:

- United Streaming/Discovery Education annual subscription
- Unit plans/Lesson plans
- Background readings
- Presentations
- Activities
- Handouts
- Interactive Web sites
- Assessments
- Reading lists

- Handbooks

Each resource in this collection is aligned with specific content standards. Many of the lessons are also aligned with specific technology-skill objectives.

Managing Curriculum with Technology

To support the management of student performance information at Hamtramck Academy, NHA will develop and implement a tool set that will enable regular reporting of student performance based on assessment data. Teachers are able to address student deficiencies by accessing the curricular resources that align with content standards and assessment tools. The use of information technology in this process is vital to the management of the data and reporting both teachers and school leaders need.

Goals

Goal	Objective/ Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Time-line (Beginning & Ending dates)	Method of Evaluation
Teachers will utilize online tools to track student performance, and communicate student progress with parents.	Teachers will know how to generate and read progress reports.	Computers. Online student performance systems.	Individual classroom teacher.	Annual operations budget allocations	August through June each year.	Review AtSchool and NWEA student testing reports each June
Teachers will be able to utilize online tools to manage and use curriculum resources for delivery of instruction to students.	Understand how to use Curriculum Center.	Technology Facilitator. Curriculum Center	Technology Facilitator. Individual Classroom Teacher.	Annual operations budget allocations	August through June each year.	Download and teaching of new curriculum resources.

Staff Development

Current Situation

Staff development is a critical element in the successful implementation and integration of technology in the school environment. Hamtramck Academy understands the value of staff development and has dedicated the LTS to support this function.

The following table details the results of a staff self-assessment at Hamtramck Academy:

Technology Professional Development Area	Staff competency Before Training (%)	Staff Competency After Training (%)
Login & Use of Administrative systems		
NHA Network	90%	100%
Network Drives	80%	100%
Email to create, replay and forward messages	95%	100%
Email to send, open and download attachments	95%	100%
Use of AtSchool System		
Attendance	75%	100%
Grade Book	75%	100%
Progress Reports	75%	90%
Report Cards	75%	100%
Computer & Hardware Use		
Set-up and use an LCD Projector	75%	85%
Digital Camera	75%	90%
Scanner	70%	80%
Productivity Software Use		
MS Word	75%	90%
MS Publisher	75%	95%

MS Excel	50%	75%
MS PowerPoint	75%	85%
Instructional Software		
Inspiration	5%	10%
Encarta	30%	80%
Timeliner	30%	45%
Graph Club	25%	45%
United Streaming	0%	90%
Instruction & Curriculum		
Utilizing technology to enhance Educational Instruction	30%	75%

Future

Staff Development Philosophy

Training and staff development are often underrated elements of successful technology implementation. Hamtramck Academy is committed to including a technology plan that includes a well-organized and comprehensive staff development component. This component is aligned with the academic curriculum, educational philosophy of the school, and it must ultimately focus on improving student achievement.

Developing a Framework

In order to facilitate a consistent, proven staff development program, Hamtramck Academy will utilize the staff development framework developed by NHA. This framework is aligned with the NHA provided curriculum, the school's technology infrastructure, and personnel model for technology support. While much of the framework is provided by NHA, it has been designed to maintain a great degree of site-based flexibility.

The NHA technology staff development framework contains several component processes. The core curriculum for staff development activities is based on both Michigan State (METS) and ISTE (NETS) standards.

1. Establishing Priorities

School leaders play a critical role in the success of any technology staff development initiative. The goals are aligned with the goals identified in the school improvement plan and reflect the needs of the school students and staff. Hamtramck Academy has many professional development offerings throughout the year provided by NHA Service Center.

Timeline for Staff Development

The following timeline serves to address staff development over the course of an academic year:

Date	Topic
September	Technology Basics Email AtSchool Calendar Grade Book Progress Reports
October	NWEA/STAR United Streaming
November	Tech integration using Digital Camera Camcorder Operations
December	NWEA Testing Tips Accessing NWEA Reports
January	Using the Digital Scanner
February	Study Island: Creating Customized lessons
March	Creating WebQuests TimeLiner 5.1
April	NWEA Testing Tips
May	Graph club 2.0 Inspiration 8
June	Final Inventory Instructions

This timeline will be followed each year to monitor progress toward the Staff Development Scope & Sequence developed using the ISTE and NETS for teachers' standards

Other Staff Development Efforts

Recognizing the challenges that come with an opening a new school Hamtramck Academy has made use of the resources available to implement technology. In order to train staff that was all new to National Heritage Technology, all teachers attended New Teacher Orientation where they received instruction on the National Heritage Academies Technology Systems. Information from NHA's Information Technology department provides ongoing technical support.

Goals

Goal	Objective / Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Time-line (Beginning & Ending dates)	Method of Evaluation
Develop annual technology development plans with the assistance of building's Technology Facilitator	Administer Self assessment survey for the development of individual staff plans.	Technology facilitator Staff Survey Individual staff develop	Technology facilitator	Annual operations budget allocations	August through June each year.	Review survey with school leadership and staff to determine additional PD
Continuously assess personnel to ensure that staff development is meeting their instructional and administrative needs.	Distribute staff development surveys for needs assessment.	Technology facilitator. Staff development workshops. Survey.	Technology facilitator.	Annual operations budget allocations	August through June each year.	Review Completed surveys.
School staff will be able to effectively use technology in the regular academic curriculum	Teachers will complete technology lessons that reinforce learning in the regular academic curriculum	Technology Facilitator. Grade level lesson plans. Hardware and software resources.	Technology Facilitator Teachers(s)	Annual operations budget allocations	August through June each year.	Review Checklist of projects completed per teacher.
Base technology staff development programs on student learning outcomes.	Train staff on general technology use and instruction of technology use and instruction of technology projects that are aligned with the Technology Scope Sequence (student learning outcomes).	Technology Facilitator. Hardware & Software Technology Scope & Sequence.	Technology Facilitator.	Annual operations budget allocations	August through June each year.	Review Staff Survey and student achievement on standardized testing and Tech Literacy assessments
One Teacher representing lower elementary, upper elementary, and middle school will take part in professional development geared toward the mentoring of other staff members in the use of technology.	Administer self-assessment survey for the identification of staff technology	Technology Facilitator. Staff Survey. Training	Technology Facilitator.	Annual operations budget allocations	August through June each year.	Review Completed Staff Surveys.

Connectivity & Infrastructure

Current Situation

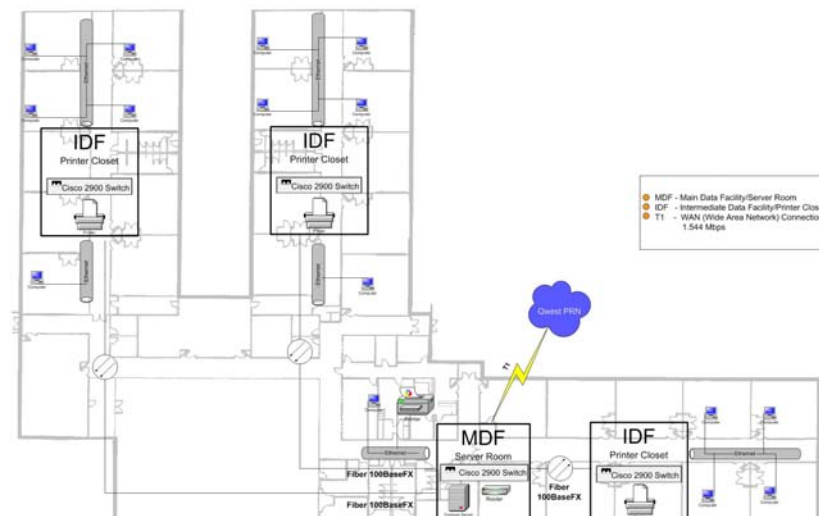
Through its affiliation with NHA, Hamtramck Academy benefits from the professional services and shared infrastructure provided to all NHA affiliate schools. The current infrastructure at Hamtramck Academy consists of the following elements:

- 1) Local Area Network (LAN)
- 2) Wide Area Network (WAN)
- 3) Internet Access
- 4) Telephony

LAN Infrastructure

The Hamtramck Academy facility is cabled with a minimum of Category 5 wiring throughout the building. Each physical room in the building (except restrooms and mechanical closets) contains at least one data port with all classrooms containing at least 4 ports. There are currently a total of approximately 200 ports in the building. All data ports are terminated in one of 4 Closets. The closets are connected via fiber optic cabling.

The active networking hardware operates at 100Mbps in a completely switched environment; providing 100Mbps access to each device on the network. The LAN utilizes TCP/IP exclusively. This component of the infrastructure is detailed more clearly in the diagram below:



PSTN Central Office lines and up to 80 hours voicemail storage
PSTN gateway options: Loop-start analog, T1/PRI, E1/PRI, ISDN BRI-ST
WAN port connections: Via external router with IP-ToS support
LAN port connections: one 10 Mbps MDI (RJ-45) and one BNC Coax Connector on the call processor
Analog phone devices: Supports 2500 series-compatible analog devices, including cordless phones, fax machines, night bells, and door ringers
Network standards: 100BASE-T, 10BASE-T, 802.1p/Q, 802.2, 802.3, IP, IP-QoS, IGMP
Application standards: TAPI 2.1, TAPI/WAV, IMAP4, HTTP, H.323

Future

The development of a flexible and connected infrastructure for HCA is important. However, it is even more important that this infrastructure be designed to handle the applications that drive the instructional program at the school. Through its relationship with NHA, Hamtramck Academy relies on NHA for support of both its curriculum and its IT infrastructure. Technologies are changing at an increasingly rapid rate. The technologies coming into the mainstream today may well be considered outdated by 2007. The Hamtramck Academy infrastructure is designed to allow for expansion to meet the changing demands of technology.

Goals

Goal	Objective / Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Time-line (Beginning & Ending dates)	Method of Evaluation
The school will continuously seek additional funding sources to improve student access to computers until a 4:1 ratio is achieved in grades 3-8.	Purchase extra computers through external funding.	Technology Facilitator.	Technology Facilitator.	Annual operations budget allocations	August through June each year.	Review Improvement in student access and computer ratio based on external funding.
Allocate and distribute hardware throughout the building to meet instructional requirements and improve student achievement.	Provide greater access of computers to students.	Technology Facilitator.	Technology Facilitator.	Annual operations budget allocations	August through June each year.	Review Log of increased Instructional time.

Personnel

Current Situation

NHA takes a two-pronged approach to the deployment of its technology support personnel. First, NHA is committed to providing training and curriculum support at the school site. Second, NHA has lowered the Total Cost of Ownership (TCO) of technology by centralizing technical support functions to its Grand Rapids office.

Instructional Technology Support

In order to provide teachers with high levels of support for the use of technology, Hamtramck Academy employs a full-time (Technology Facilitator/Library Technology Specialist) or LTF responsibilities include supporting the delivery of a technology-integrated curriculum and the delivery of staff development.

Media Center Support

LTS staffs the majority of the media center at Hamtramck Academy. Media center policies and procedures are shared throughout NHA schools by a media center coordinator.

Information Technology Support

NHA provides technology support services to HCA through its Information Technology (IT) team. This team provides centralized management of NHA's technological infrastructure, consults with school staff regarding technology needs and use, and sets IT policies for all NHA affiliate schools. The responsibilities of this team include management of NHA's Wide Area Network (WAN), Local Area Networks (LANs), file servers, desktop and portable computers, Web (WWW) servers, application servers, software configurations, etc. In addition to managing this infrastructure, the IT team provides a technical support through a centralized help desk made accessible via telephone or through a Web browser.

The centralization of IT support creates economies of scale and lower the TCO for technology implementation at the school. Currently, NHA supports 2000 desktops with four technicians (500:1 ratio) by leveraging management technologies.

Future

Hamtramck Academy must maintain a strong alignment between the instructional goals for technology use and the personnel in place to support those goals. The school will continue to benefit from shared resources through its affiliation with NHA, relying on NHA to provide technical support, curricular materials, and staff development resources. This partnership with NHA will allow Hamtramck Academy to provide effective support to instructional and administrative staff while minimizing the overall cost to the school.

Technology Facilitator

The school's TF will assume the ownership and responsibility of the technology program within the school. Responsibilities will include oversight of building-level technology efforts, management of the staff-development program, and ongoing assessment of building needs. This person will work hand-in-hand with teachers to support the infusion of technology in the academic curriculum.

The TF is a member of the school staff. The school leader will be responsible for hiring and managing the TF. NHA is committed to providing training to TF and providing guidelines for their activities.

Technical Support

Technical support will be provided through the school's relationship with NHA by provided access to technical support through the Helpdesk assistance.

Shared Technical Services

In an effort to deliver the highest quality services at a reduced cost, Hamtramck Academy will continue to develop its strategy of centralizing technology services. With this strategy as its focus, NHA's technology team will evolve to be organized in three teams:

1. Network & Infrastructure services
2. Technology Deployment services
3. Application Development & Integration services

NHA maintains an inventory of standard equipment that can be cross-shipped to schools in the event of a hardware failure. This procedure will be implemented to ensure high quality, timely service while reducing the overall costs associated with technical support.

As a result of this philosophy, Hamtramck Academy will strive to maintain the highest caliber of technical and curriculum support with the minimum number of resources. Current practices indicate that this is not only possible, but desirable.

Goals

Goal	Objective / Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Time-line (Beginning & Ending dates)	Method of Evaluation
The TF will continually participate in technology professional developments	Attend Winter and Spring Technology Development trainings	Technology Facilitator	Administrator	Annual operations budget allocations	August through June each year	Enhanced staff professional development opportunities

Resources

Current Situation

Network Resources

Through its association with NHA, Hamtramck Academy has access to several resources that would not normally be available to a school its size. As described in both the Connectivity & Infrastructure section as well as the Hardware section of this plan, every computer at Hamtramck Academy is connected to the LAN and has access to the Internet through the NHA WAN. Currently, Hamtramck Academy has a school webpage <http://www.hamtramckacademy.org/Brix?pageID=380>.

Software

Hamtramck Academy provides access to a variety of software resources supplied and supported by NHA's technology staff. All resources are selected to meet the academic needs of the students at Hamtramck Academy and enhance the instructional process.

The software resources offered as part of the model can be grouped into three distinct categories: (1) instructional software, (2) productivity software, and (3) management software.

Instructional Software

Hamtramck Academy offers several titles designed specifically for educational purposes to all students and teachers. The following titles are currently available at any computer connected to the school LAN unless otherwise indicated:

Instructional Software	Content Area
Inspiration 8.0	Cross-Curricular
Accelerated Reader	Reading
NHA History Interactive (Web)	History, Geography, Government
Encarta Encyclopedia (2001)	Cross-Curricular
TimeLiner 5.0	History, Geography, Government
The Graph Club	Mathematics
Type to Learn	Keyboarding
Finale Notepad	Music

Productivity Software

Several software resources at Hamtramck Academy provide employees and students with tools to increase their productivity. The following list details the applications on the current software model that fit this description.

Productivity Software	Functionality
Microsoft Word XP	Word processing
Microsoft Excel XP	Spreadsheet
Microsoft PowerPoint XP	Multimedia presentations
Microsoft Publisher 2002	Desktop publishing
Microsoft Photo Editor	Photo manipulation / image editing
EasyZip 2000	Archive file extractor
Real Player 8.0	Streaming media player
Quicktime 5.0	Streaming media player
Follett Library automation suite	OPAC client
Internet Explorer 6.0	WWW browser
Adobe Acrobat Reader 5.0	Adobe PDF reader
TestWiz	Data analysis tool

System Management Software

Some software resources are available simply to improve the manageability of the systems on the Hamtramck Academy network. A list of these resources is provided in the table below:

Management Software	Functionality
McAfee Virus Shield	Anti-virus software
Altiris Deployment Server agent	Automated software distribution client
Windows 2000 Professional	Operating System
Compaq Insight Manager agent	Hardware inventory & monitoring
PowerChute	UPS management
ArcServe2000	Data backup & restore

Future

Distribution of Technology Access

The appropriate tools must be readily available for all stakeholders to access technology. Hamtramck Academy envisions a school environment in which every device is connected to the school network and where stakeholders can access resources appropriate to them through any device. NHA's technology group has already made great strides in this area, providing a LAN & WAN design. Hamtramck Academy will continue to seek grants from both private and public sources to increase the number of resources available to both staff and students in the school.

Hamtramck Academy is committed to parent involvement. To support this, Hamtramck Academy has made computer access available its media room as well as access to other technologies as needed. Though parents have access to the computer and other technologies, and the staff is committed to encouraging parent understanding of the both the programs and progress of student learning, no plan exists to collaborate with local agencies in promoting adult literacy due to the fact that Hamtramck Academy is a K-8 institution. This would render the collaboration with adult literacy providers not applicable.

Publication of School Information

Several beneficial resources are available from outside the school as well. Hamtramck Academy realizes the value of resources outside its network by tying NHA's core curriculum to research and resources such as

- Community and Regional libraries
- Intermediate School Districts, REMC's, and RESA's
- United Streaming/Discovery Education Resources
- School webpage <http://www.hamtramckacademy.org/Brix?pageID=380>

Goals

Goal	Objective / Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Time-line (Beginning & Ending dates)	Method of Evaluation
Select resources based on assessment of student needs.	Highlight appropriate resources for student instructional needs.	Technology Facilitator. Hardware & Software.	Technology Facilitator. Teacher(s).	Annual operations budget allocations	August 2007 through June 2010.	Review Individual instruction plans matching resources with student needs.
Investigate use of electronic resources into classroom practice.	Align use of educational software (e.g. Inspiration, Timeliner) and Interactive into classroom practice to improve student achievement.	Technology Facilitator. Hardware & Software	Technology Facilitator. Teachers(s).	Annual operations budget allocations	August 2007 through June 2010.	Review Individual instruction plans matching resources with student needs.

Hardware Recommendations

Current Situation

Hamtramck Academy takes advantage of its association with NHA for the procurement, installation, and lifecycle management of its hardware assets. This relationship allows Hamtramck Academy to acquire hardware with volume pricing it would not normally have access to. Finally, this arrangement with NHA allows the school to access shared professional services from NHA. By spreading the cost of these services across all NHA affiliated schools, the Total Cost of Ownership (TCO) for Hamtramck Academy is minimized.

School Assets

Currently the Hamtramck Academy maintains a 1 computer per student computer ratio during assigned computer lab periods. Additionally, Hamtramck Academy is equipped with a full compliment of tier 1 networking equipment (Cisco or HP router and switches) as well as network attached workgroup printers located throughout the building and a multi-function printers/scanners/fax machine. For instructional purposes, Hamtramck Academy also employs numerous LCD projectors throughout the facility.

Controlling TCO through Lifecycle Management & Standards

NHA has adopted stringent hardware standards designed to ensure system reliability and performance while simultaneously minimizing support time and costs. These standards are enforced through acquisition and support policies and enable NHA to reach a 500:1 computer to technician ratio while maintaining the highest standards for support. Hardware standards address product continuity, total lifecycle cost, reliability, and performance. These criteria are applied to telephony hardware, desktop and portable computers, cabling, networking hardware, software, digital imaging devices, software, and management tools.

The following sections describe the current state of the hardware specified by NHA's hardware standards.

Telephony Hardware

Hamtramck Academy places a high value on providing telephone access in every classroom, making it standard issue for all NHA classrooms. In addition to providing ready access to communications in the event of an emergency, the telephone also provides a critical link that supports the Parent-Teacher partnership.

Networking Hardware

Hamtramck Academy houses a Local Area Network (LAN) and a connection to NHA's Wide Area Network (WAN). This networking hardware is housed in data closets (MDF and IDF) to maintain security and to protect the equipment from damage. Each closet houses active networking hardware necessary to provide network connectivity for all data jacks within that wing. All Hamtramck Academy classrooms house four data drops that are routed back to the closet of the four data facilities within the building.

To provide data for WAN management, the NHA technology group has standardized on Cisco 2600/2800 series or HP 7100 routers.

Computer Hardware

Hamtramck Academy seeks to minimize the TCO in an effort to focus financial resources on instructional activities rather than on technology support. By providing and adhering to hardware standards, NHA's technicians are able to provide the highest service levels by making the computing environment consistent.

Based on industry standards and TCO models, computers and fileservers can be expected to have a four-year lifecycle in each school. When replacing existing computers, NHA is deploying thin client computers with an expected life of six years. Printers, networking components, and additional peripheral devices (scanners, digital cameras, etc.) are expected to exceed a four-year lifecycle and will be replaced at the end of their useful lives. As a result of these assumptions, NHA deploys technology that should be sufficient for at least four years, with six years on the thin clients, without requiring any upgrades or maintenance. Hardware is replaced through a scheduled process entitled "refresh." This is done to insure interoperability of equipment and provide for necessary upgrades. Each school is equipped with two servers with the primary purpose of storing data, managing network printing, and serving network enabled applications to client computers.

NHA's technology group revises the standard annually to match the latest technology and insure the most effective migration path for all devices. Since 1998, NHA schools have worked exclusively with HP (Compaq) for servers, desktops, thin client computers, and laptop / portable computers.

Future

Hamtramck Academy envisions the development of a technology rich environment that would enable the following:

- 1) Technology literate students with ready access to technologies that support the collection of information and the creation of content
- 2) Technology empowered teachers with access to technologies that enhance their instruction in powerful and dramatic ways
- 3) Technology-enabled administrators able to effectively manage school operations and monitor academic progress at the student, classroom, and school levels. Decisions will be based on the following considerations:
 - 1) Instructional/curricular requirements
 - 2) Operational requirements
 - 3) State/industry standards
 - 4) Support requirements (maintenance, remote management)
 - 5) Total Cost of Ownership
 - 6) Scalability
 - 7) Return on Investment
 - methods that evaluate administrative efficiencies, productivity, and added value

- impact on student learning potential and curriculum delivery.

The establishment and application of these criteria will ensure the most effective use of technology and financial resources with the ultimate goal of improving student performance.

By leveraging the schools financial resources through the use of leasing and re-thinking the use of externally acquired funding, a new hardware model was developed to maximize student access to technology. Based on this model, Hamtramck Academy will have the capacity for acquiring the following technology using only operational funding by 2009 (based on projected enrollment).

Align with Instruction

Although NHA develops and maintains hardware standards for Hamtramck Academy, the relationship allows for the school's leadership and instructional staff to determine the best uses for this technology within the school.

Improve Accessibility

To reach the goals for technology within the Hamtramck Academy instructional program, Hamtramck Academy is committed to the belief that every teacher should have access to technology that ties the use of technology with the delivery of instruction in a specific content area. In addition to the hardware provided through the contract with NHA, Hamtramck Academy will pursue external funding sources to provide enhanced access to technology within the school. Technology acquired through external funding sources will meet all NHA hardware Standards. After consultation and acquisition, the NHA technology team is committed to provide ongoing support.

Enhance Robustness & Security

Due to the sensitive nature of student information, the technology employed at each Hamtramck Academy must be dependable, reliable, robust, and secure. When considering security, confidential student information must be protected from hackers, students should be shielded from access to inappropriate material, and systems must be protected from the potential damage that can result from computer viruses. To achieve this level of security, Hamtramck Academy relies on NHA's technology group to employ security best practices. Such practices will include scheduled security audits, group policies for desktop computer security, policies for maintenance of security patches, employing encryption for the transmission of student data, implementations of secure technologies such as VPN, and PRN.

Provide Greater Flexibility

Technology is most successfully implemented in the school environment when its use is most closely aligned with the instructional and cultural environment in the school. The technology available at Hamtramck Academy will provide for increased flexibility while balancing the need for hardware and software standards. Technologies such as WI-FI, Bluetooth, and Tablet PCs should be evaluated for their merit as new instructional issues are addressed.

Technical Support Procedures

Hamtramck Academy has clearly defined technical support procedures designed to take advantage of NHA's shared IT support functions. Once a ticket has been issued, the ticket is immediately assigned to one of NHA's Help Desk technicians. These technicians determine whether this is a hardware or software issue. The technician connects to the computer remotely and demonstrates how to correct the problem to the customer.

NHA will continue to seek more efficient methods for addressing technical support issues as both the technologies and the organization evolves.

Goals

Goal	Objective / Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Time-line (Beginning & Ending dates)	Method of Evaluation
Plan for and acquire hardware in accordance with the guidelines stated above.	Purchase extra technology hardware.	School Budget. Corporate Technology Consultant.	Technology Facilitator.	Annual operations budget allocations	August through June each year.	Annual spring Review of planned summer Deployment of appropriate hardware in the school.

Policy

Current Situation

Hamtramck Academy has adopted several policies and procedures to ensure compliance with applicable state and federal guidelines for technology use in schools. Support for the development of these policies and procedures were provided by NHA.

Current Procedures	Procedures in Development
<p>Deployment Procedures</p> <p>Help Desk Technical Support Request procedure</p>	<p>All students have access to ELL resources.</p>
Current Policies	Established Policies
<p>A hardware and software procurement policy that follows Information Resource Management (IRM) technology standards.</p> <p>CIPA compliant Acceptable Use Policy</p> <p>Network security policy</p> <p>A policy for equipment maintenance, repair, replacement, and disposal</p> <p>A policy for equipment/materials donation</p> <p>A comprehensive policy for inventory control</p> <p>A copyright policy</p> <p>Guidelines for website development</p> <p>A data privacy policy that addresses FERPA and state legislation</p>	<p>A Materials Selection Policy as mandated by GS115C-102.6</p> <p>FERPA Laws and legislation is addressed in all handbooks and contracts.</p> <p>NHA does not participate in advertising and commercialism on school resources and equipment.</p> <p>Each NHA school has a school web page developed by the NHA Parent Ambassador Program.</p> <p>NHA provides Open House activities for parents and the community on a regular basis.</p> <p>NHA has established the Parent room at each school building and provides computer technology for parental use.</p>

Future

These policies and procedures will be accessible to all school stakeholders evaluated regularly to assure their continued alignment with the needs of the organization and the evolution of the school environment.

Copyright

Hamtramck Academy makes use of a Copyright Compliance policy developed by NHA. Attached in Appendix.

Equipment / Materials Donation

NHA adheres to strict standards regarding the equipment and software that serves as its IT infrastructure. The NHA policy does not allow for donated equipment usage at any of the NHA schools including Hamtramck Academy.

Web Site Development

The NHA Admissions and Marketing team has provided the development and support and supervision of the Hamtramck School webpage. They provide guidelines and policy regarding the publishing of information to the school site.

Inventory Control Procedure

NHA has adopted a strict technology inventory policy and a complete revision was created in March 2006. Hamtramck Academy is provided with a Technology Inventory Template to complete and maintain in compliance with NHA inventory policy.

Data Privacy

NHA has adopted and published a data privacy policy in compliance with the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment), 20 U.S.C. S123g and 34 C.F.R. Part 99.

Access to Information Policy

NHA affiliated schools will have an Access to Information Policy as NHA develops Internet filtering mechanisms in accordance with Public Law 106-554, The Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act. This policy does ensure adequate data retrieval capabilities for both students and staff and provide for legal requirements relating to Internet access. This policy will include disaster recovery.

Budget

Current Situation

Budgeting Philosophy

The purpose of the following sections is to outline the current budgetary model for Hamtramck Academy. As noted below, this budget is based on projected enrollment for succeeding years. Since funding is tied to enrollment, the Hamtramck Academy technology budget is built on a dollars / student model to fund all hardware and software. Other items, such as Internet connectivity, staff development, and technical support are typically considered fixed costs within the budget. All these technology expenditures and decisions of allocating these funds at the school are fundamentally tied to being successful in fulfilling the vision of all students becoming computer literate by the eighth grade.

Lifecycle Management

Hamtramck Academy utilizes a hardware refresh cycle for managing the cost of technology throughout its lifecycle. All equipment and software supplied through NHA is being purchased. The refresh cycle for thin client computers is six years and the remaining equipment is four years. The technology department may decide that a certain piece of hardware is still architecturally viable after the refresh cycle and will continue to deploy it.

Specific Budgeting for Instruction, Staff Development, Personnel, Resources, Hardware, and Evaluation

Budget allocations for the TF/LTS role at Hamtramck Academy are embedded in the school's personnel budget. This role is budgeted as a .5 FTE once the school has more than 400 students enrolled.

Other budgeted items such as shared services provided by NHA (i.e. Internet access, WAN access, Help Desk) are accounted for in a billed services model. HCA is billed for a proportional portion of the services they receive from NHA's IT department.

Future

Managing TCO

As evidenced in the **Infrastructure & Connectivity** section of the Technology Framework document, NHA is committed to developing systems, procedures, and support structures to improve technology's impact while reducing the TCO. NHA's Information Technology team will continue to stay abreast of IT best practices and will seek to apply those best practices where applicable to manage NHA's infrastructure (i.e. standardized hardware model, centralized help desk support for end users, etc.). For a more detailed description of NHA's vision for reducing the TCO, please refer to the **Infrastructure & Connectivity** section of this plan.

School Specific Budget – 2007-2010

Hamtramck	Desktops/Laptops	83	Thin Clients	67
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Network	Annual cost
Internet	\$4,624
School WAN	\$1,736
Service center WAN	\$646
PRN	\$3,473
Total	\$10,480

Access to Tech	2007-2008	2008-2009	2009-2010
Desktops/laptops	\$31,125	\$19,875	\$8,625
Thin clients	\$8,533	\$12,933	\$16,933
Thin client server	\$1,350	\$1,350	\$1,350
Total	\$41,008	\$34,158	\$26,908

Shareholder	Annual cost
Phones	\$1,750

Security	Annual cost
Microsoft	\$7,500
Anti virus	\$996
Content filter	\$1,125
Spam	\$300
Total	\$9,921

Staffing	Annual cost
Help desk	\$4,431

Goals

Goal	Objective / Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Time-line (Beginning & Ending dates)	Method of Evaluation
Research and seek external funding sources to facilitate and expand professional development opportunities in technology	Gain external funding for professional development.	TF School Admin NHA Grants Dept	School Admin	Annual operations budget as determined by NHA	August through June each year.	Review Documented increase of staff development Opportunities.
Research and seek grant monies to facilitate and expand professional development opportunities in technology	Gain grant funding for professional development	School administrator NHA Grants Dept	Technology Facilitator. Administrator.	Annual operations budget as determined by NHA	August through June each year.	Review Documented increases of staff development opportunities.

Communication & Collaboration

Current Situation

Through its association with NHA, Hamtramck Academy is able to take advantage of several vehicles for communication and collaboration NHA offers. NHA has demonstrated a strong commitment to use technology for communications. NHA's strategy for communicating via technology can be traced back to the development of *Atschool*, NHA's Web-based student information management system.

Atschool currently serves as the primary vehicle for disseminating information throughout the Hamtramck Academy school community. In addition to information such as school calendars and newsletters, *Atschool* also allows teachers to communicate specific student information with parents such as subject-by-subject grade summaries and attendance data.

Principal Meetings – NHA currently provides technology updates (covering report card processes, resources, reviewing policies procedures, instructional practices and general questions) at monthly principal meetings for all NHA affiliated schools.

TF - Principal Meetings – TF at each school have regular meetings with school leaders, school leadership teams, and at full staff meetings to discuss educational technology issues at their school

Classroom Planning – TF currently meet with individual teachers, small groups, or entire staffs to devise effective uses of technology with respect to the NHA curriculum.

Regional LTS Meetings – As the primary support structures within the school, TF/LTS must be well trained in the various aspects of their role. To support these efforts, NHA has committed resources that allow for regularly scheduled regional training sessions for TF/LTS.

Future

Strong channels for communication and powerful tools for collaboration must be available not only within the organization, but must provide means for outreach into the local and professional communities. Hamtramck Academy has committed itself to providing the infrastructure necessary to facilitate communications. In order to fully realize the investment in this infrastructure, however, NHA must provide tools that encourage sharing and improve communication.

Affiliated Groups

Hamtramck Academy has identified the following groups as potential partners for collaboration at the local, regional, and national levels:

Local / Regional

Intermediate School Districts – Assist NHA with communication on state reporting regulations and access to state technology resources.

Universities & Colleges – Local colleges and universities have a wealth of technological resources at their disposal. Through affiliation with local institutions, schools may have opportunities to become part of pilot programs or benefit from access to the resources of the institutions.

Granting Agencies – NHA schools may be able to collaborate with local foundations, institutions, or businesses to form partnerships. These partnerships may result in access to grants, donations of services or goods, opportunities to share resources, or may take other forms.

National Heritage Academies - National Heritage Academies provides opportunities for collaboration through programs such as the NHA University Summer Institute (a summer training opportunity for teachers), monthly principal meetings, New Teacher Orientation (offered to all new NHA teachers) and Regional Conferences.

Goals

Goal	Objective / Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Time-line (Beginning & Ending dates)	Method of Evaluation
Promote parent collaboration in their child's education through the use and access of student data systems (atschool.com)	Hold a parent information meeting to highlight access, availability of online student assessment data.	Computers. Student Data systems.	Technology Facilitator. Administrator.	Annual operations budget as determined by NHA	August 07 through September 2010.	List of parent applications for online access to the student assessment data.
Staff will be proficient in using electronic tools (i.e. Email) to communicate and collaborate with other people throughout the organization.	Provide training on Email use based upon individual staff development plan.	Technology Facilitator. Training Materials.	Technology Facilitator.	Annual operations budget as determined by NHA	August 07 through September 2010.	List of "best practice" resources posted on network drives.

Evaluation

Current Situation

Evaluation of technology integration efforts at Hamtramck Academy are performed informally. The LTS is primarily responsible for the implementation of the instructional and staff development portions of the technology plan. The LTS and the school leader meet on a regular basis to assess the state of the technology efforts at the school.

On an annual basis, goals devised through the technology planning process are reviewed in the development of each school's annual action plan.

Future

The Technology Plan, serves as an extension of the Hamtramck Academy School Improvement Plan. The evaluation of technology use will be tied into the school improvement process and overseen by the school improvement team. Technology goals are a part of the teacher evaluation process at Hamtramck Academy.

Goals

Goal	Objective / Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Time-line (Beginning & Ending dates)	Method of Evaluation
Support the creation and use of teacher created rubrics to evaluate students' media and technology projects.	Create and train teachers in the use of a technology skill assessment checklist/rubric.	Technology Facilitator. Technology Scope and Sequence.	Technology Facilitator.	Annual operations budget as determined by NHA	August through June each year.	Review of Teacher use and submission of completed rubrics.
Collect baseline data as the start of every media and technology initiative	Create and administer a baseline technology skill project.	Technology Facilitator.	Technology Facilitator.	Annual operations budget as determined by NHA	September 07	Review of Completion of skill checklist.

APPENDIX

Copyright Protocol

Dated 11/09/06

- NHA employees who provide original written, musical or technical work for NHA, in the course of their employment, are bound by the terms and conditions of the Copyright Clause contained in the Employee Handbook.
- Vendors hired to create written, musical or technical work for NHA, should sign an Assignment of Copyright. The Assignment transfers all copyright ownership to NHA. An Assignment of Copyright can be obtained from Dani Phillips, Legal Services & Risk Manager (616.954.3090) or dphillips@heritageacademies.com.
- Classroom Teachers are given considerable advantage in using copyrighted materials but should be trained in proper citation requirements and the scope of materials that can be copied.
- NHA customer service center employees who use materials from an outside source must follow the copyright clause displayed within the body of that source (e.g. a copyright clause may require permission before using the materials). NHA may be held to a higher standard than a Classroom Teacher. All sources should be properly cited.

Copyright Training:

Step 1: Library Technicians should be the initial point of contact for questions regarding copyright use. The "*Copyright Guidelines for Administrators*" by Hall Davidson is an excellent resource for training (www.techlearning.com).

Step 2: The above referenced poster may be used for nonprofit purposes. Approval must be submitted to techlearning_editors@cmp.com.

Step 3: The "*Copyright Guidelines for Administrators*" should be displayed in the Library. Training of teachers should be conducted on-site and on a semi-annual basis.

Step 4: Copyright guidelines should be taught to students and volunteers by each individual teacher.

Step 5: Annual review should be conducted of the Technology Policy and Plan.

Step 6: Semi-Annual audits should be conducted of licensed and registration materials.

**TECHNOLOGY USER AGREEMENT
AND PERMISSION FORM
2006 - 2007**

A. As a parent or guardian of a student at National Heritage Academies, I have read the **Technology Acceptable Use Policy** about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school. (Questions should be directed to the principal or technology department for clarification.) I have explained the following rules to my child to the best of my ability to help them understand the responsibilities that correspond with use of the NHA computer network:

- 4) The user's data must remain within the allocated disk space on all data drives and on the e-mail server.
- 5) Downloading or installing of any commercial software, shareware, or freeware onto network drives or disks is not permitted.
- 6) Copying other people's work or attempting to intrude into any users folders or files is not permitted.
- 7) Using profane, abusive or impolite language to communicate and/or accessing, viewing, sending or displaying offensive, obscene, or abusive materials is not permitted.
- 8) Users must obtain a username and password from the National Heritage Academies Technology Department.
- 9) Sharing your password or allowing another person to access network resources under your username is not permitted.
- 10) Leaving a resource that you are logged onto unattended is not permitted.
- 11) Logging onto a resource for use by another person is not permitted.
- 12) Visiting non-education websites, chat rooms, or personal email accounts is prohibited.
- 13) Disclosing any sensitive data to others lacking the authority or right to view that data is not permitted.
- 14) Request a password change in the event you suspect your password is no longer confidential.
- 15) Using a computer to harm people or their work is not permitted.
- 16) Damaging the computer or the network in any way is not permitted.
- 17) Violating copyright laws is not permitted.
- 18) Wasting printing resources such as toner, color ink, and paper is not permitted.
- 19) Should students encounter any inappropriate material by accident, he/she should report it to their instructor immediately.

B. As a parent or guardian of a student at National Heritage Academies, I have read the above information describing the NHA position on the appropriate use of the Internet in the classroom. I understand my child will be using devices that are connected to the Internet in a supervised and educationally focused environment. I also understand that any breach of this "User Agreement" will result in the loss of computer privileges.

- ACCEPT** We accept and agree to abide by **the National Heritage Academies Technology User Agreement and Permission Form**. This agreement is on record and valid until my child is no longer enrolled with a school affiliated with National Heritage Academies.
- DECLINE** We decline the right to use the technology devices provided by National Heritage Academies.

Student Signature: _____

Parent Name (print): _____

Parent Signature: _____ **DATE:** _____

Please sign, date, and return this form to your school!

Student Responsibility: Parent/Student Technology Acceptable Use Policy

Printed each year in the Student Handbook
(reprinted from NHA Handbook 2006-2007)

Introduction

National Heritage Academies is pleased to offer students access to a computer network for creativity, communication, research, and other tasks and duties related to the NHA academic program.

Internet Use

The World Wide Web is a vast collection of resources readily available to any user on any computer connected to the Internet. NHA has lessons plans and software available that integrate the use of these resources.

Families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of the school is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. We believe you should be aware of these risks.

Federal law states that computers connected to the Internet for student use must have a filtering technology in place for child safety and to satisfy e-Rate funding eligibility requirements.

NHA is in compliance with CIPA by deploying a Web content filtering product called Websense. Websense is hardware and subscription based product where NHA relies on the staff at Websense to categorize internet sites and then send updates to NHA site-based hardware. NHA blocks student access to all of the following categories of web sites:

- Abortion
- Adult Material, Including
 - Adult Content
 - Lingerie and Swimsuit
 - Nudity
 - Sex
 - Sex Education
- Internet Radio and TV
- Peer-to-Peer File Sharing
- Drugs, including
 - Abused Drugs
 - Marijuana

-Supplements and Unregulated Compounds
Entertainment
Gambling
Games
Computer Security and Hacking
Image Servers
Internet Communication, including
-Web-chat
-Web-based E-mail
Militancy and Extremist
Alternative News Journals
Racism and Hate
Non-Traditional Religions and Occult
Shopping, including
-Internet Auctions
-Real Estate
Society and Lifestyles, including
-Alcohol and Tobacco
-Gay, Lesbian, and Bi-Sexual Interest
-Personal Websites
-Personals and Dating
Sport Hunting and Gun Clubs
Tasteless
Vehicles
Violence
Weapons

Also, any web site that is not one of the more than 13 million websites categorized by Websense is called Uncategorized, and is blocked from student access. A process is in place for changing categorization of web sites through the education department at request of school staff.

CHILDREN'S INTERNET PROTECTION ACT (CIPA)

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress in December 2000 to address concerns about access in schools and libraries to the Internet and other information. For any school or library that receives discounts for Internet access or for internal connections, CIPA imposes certain requirements. In early 2001, the Federal Communications Commission (FCC) issued rules to ensure that CIPA is carried out.

What is required for CIPA compliance

- Under CIPA, schools and libraries subject to CIPA do not receive the discounts offered by the "E-Rate" program (discounts that make access to the Internet affordable to schools and libraries) unless they certify that they have certain Internet safety measures in place. These include measures to block or filter pictures that: (a) are obscene, (b) contain child pornography, or (c) when computers with Internet access are used by minors, are harmful to minors;
- Schools subject to CIPA are required to adopt a policy to monitor online activities of minors; and
- Schools and libraries subject to CIPA are required to adopt a policy addressing: (a) access by minors to inappropriate matter on the Internet and World Wide Web; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called

"hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them. CIPA does not require the tracking of Internet use by minors or adults.

(Source: www.fcc.gov)

How Websense Helps Schools and Libraries Comply with CIPA:

- Obscenity and Pornography Filtering - Websense allows schools and libraries to manage internet access to over 90 URL categories including Racism and Hate, Adult Material, Hacking and other topics pertinent to CIPA.
- Accurate Web Filtering - Websense offers the best-of-breed filtering database with over 13 million URLs.
- Filtering of Search Engine Images - Websense filters inappropriate images that can be found in search engine query results.
- Blocking of Spyware, Malicious Mobile Code and other Security Threats—With Websense's Security Premium Group and Web Security Suite, sites with worms, spyware, phishing and other threats to personal information, can be blocked, helping to meet CIPA's requirement for protection of a minor's personal information.
- Monitoring - Websense reporting tools, Explorer, Reporter and Real-Time Analyzer offer many different ways to monitor and report on the online activities of minors.
- Policy Management on a Per User or Per Group basis - Websense allows you to customize your internet policies based on a user or group. Therefore, you are able to set appropriate policies based on age or needs.

While there are risks, we believe that the benefits of using technology outweigh the disadvantages. Our teachers will be trained in the appropriate use of technology with students. We will make every effort to integrate the schools Moral Focus with lessons that utilize technology, but ultimately, parents and guardians of minors are responsible for setting and conveying the standards for students regarding the use of media and information sources at home and at school. Therefore, we support and respect each family's right to decide whether to allow their child to access the NHA computer network by having the option of accepting the **Technology User Agreement and Permission Form**. However, by choosing not to accept the **Technology User Agreement and Permission Form**, your child will not have permission to use a computer or any device attached to the NHA computer network.

Responsibilities and Expectations

All use of computers, furnished or created data, software and other technology resources as granted to the employee and student body are the property of National Heritage Academies and are intended for business and educational use. Network users shall not access, or willingly allow another person to access, any network resource without proper authorization.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and

communications apply. It is expected that users will comply with this policy and the rules set forth on the **Technology User Agreement and Permission Form**. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the NHA computer network and/or the computer resources of the school.

General Rules of the Network

1. **Privacy:** Network storage areas may be treated like school lockers. National Heritage Academies reserves the right to monitor Internet traffic, retrieve and read any data composed, sent, received, and/or stored using our network and/or Internet connections. Network administrators may review communications to maintain system integrity and ensure that students are using the system responsibly.
2. **Storage Capacity:** Users are expected to remain within the allocated disk space and delete e-mail or other material, which take up excessive storage space.
3. **Proper Usage of Printing Resources:** Users are expected to use good judgment when printing on network printers. Paper, toner and color ink can be costly and excessive use of these resources is wasteful. Please proofread documents carefully before printing. Only print the part the document needed. In addition, users must obtain permission from their instructor before printing documents on the color printer. The color printer should only be used for work submitted as part of an assignment or project that requires color copy. All color printing should be done under direct supervision of the instructor overseeing the project.
4. **Illegal Copying:** Users should never download or install any commercial software, shareware, or freeware onto network drives or disks. Nor should users copy other people's work or attempt to intrude into other people's files. All copyright laws must be respected. A copy of the copyright laws pertaining to digital property can be obtained from the Technology Department.
5. **Inappropriate Materials or Language:** Profane, abusive, pornographic and/or impolite language or materials is not permitted on the NHA computer network. Accessing materials not in line with the rules of school behavior is not permitted. A good rule to follow is never view, send, or access materials that you would not want your instructors and parents to see. Should students encounter any inappropriate material by accident, he/she should report it to their instructor immediately.
6. **Virus Protection:** All data from outside sources will be scanned for viruses before use on any computer within the NHA network. Downloading/saving of non-work related attachments to e-mails, on any computer within the NHA network, is not allowed unless proper authorization is obtained from their instructor.
7. Only either NHA purchased or specifically approved hardware, software or other technology may be used in the school building and/or on the network. Non-NHA standard equipment exposes significant security, virus and licensing risks. Any technology that does not meet the purchased and/or the approved test is prohibited.
8. The School prohibits acts of cyber-bullying, which is a sub-set of bullying and involves the use of information and communication technologies, including but not limited to e-mail, cell phone and pager text messages, my-space.com, on-line social directories, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, repeated or hostile behavior by an individual or group, that is intended to harm, intimidate or harass others on School time or

School premises, or off School time or School premises if such acts defame, harm, threaten, harass, intimidate or bully other students or staff or the School.

Protection of Data

1. Every effort will be made to ensure the safety and integrity of your data using a daily backup system and other security measures. However, National Heritage Academies makes no warranties of any kind either expressed or implied, for the service it provides.
2. National Heritage Academies will not be responsible for any damage to your data. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the NHA computer network, outside networks, and/or your errors or omissions.
3. Use of any information obtained via the Internet is at your own risk. National Heritage Academies is not responsible for the accuracy or quality of information obtained through the Internet or the NHA computer network.
4. Vandalism and/or the failure to abide with this policy and/or failure to abide with the rules set forth by the Technology User Agreement and Permission Form may result in cancellation of any or all network privileges. Vandalism is defined as any malicious attempt to harm or destroy any files and/or school hardware or software.

Installing Software

Network users are NOT authorized to install any software on any computers or computer related technology within the NHA computer network. Any software installed by anyone other than the network administrator will not be supported by NHA technicians and will be removed from the computer(s) on which it was installed. This is necessary to maintain network integrity and to follow all applicable software licensing agreements.

Publishing of Student Work and Photographs

From time to time, student work and photographs may be published on NHA's Intranet. This work may be published in a manner that is accessible on the World Wide Web. By agreeing to this policy, you are granting the right to use your child's work and/or photograph on an Internet accessible server.

Additional Information

1. Users are expected to be responsible, courteous and thoughtful when using school computers. Common sense should prevail. The use of the NHA computer network should be in support of education and research and consistent with the educational objectives of National Heritage Academies.
2. Teachers are expected to monitor student use of computers.
3. While Internet usage is intended for work-related activities, incidental and occasional brief personal use is permitted within reasonable limits with the instructor's permission.

4. Use of any other organizations' network(s) or computing resources via our network must comply with the rules appropriate for that network and the instructor's permission.
5. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or unlawful material.

Enforcement of this measure is found in the following policy:

Student Internet usage is permitted only via the NHA network and only in the presence and supervision of a teacher, the child's parent or guardian, or other designated adult school personnel. All adults who monitor student activity on the Internet will be approved by the school, have read and signed the NHA Acceptable Use Policy detailed above, and be familiar with the safety/protection technology already installed on the NHA network.

Standard	Technology Objectives
	Basic Operations and Concepts
1.02	computers, cameras, audio/video players, phones, TV's,
1.03	e-mail, internet browsing, listen to music, watch DVD, communicate
1.04	label or identify monitor, computer, keyboard, mouse and printer
1.05	Basic functions: typing, viewing, storing information, printing documents
1.06	encyclopedias, dictionaries, website resources, listening to information, watching informational videos
1.07	drawing a picture, writing a story, writing a letter, creating a presentation
1.08	New, open, close, save, print
1.09	introduce spell-check, proof read work before printing, complete a task: print preview, close files
1.10	liquids, magnets, proper keyboard use (review procedures with students)
1.11	Required signature parent and student AUP
	Social, Ethical, and Human Issues
2.02	communication (calling for help, family and community contact, resources), gather information (weather report, traffic reports, news)
2.03	Advantages: makes life easier, accomplish tasks quickly Disadvantages: communication breakdown, equipment failure
2.04	Password = privacy
2.05	Review AUP commitments: computers, email, internet safety, 911, rules for watching TV and listening to CD's
2.06	At School: loose computer privileges At Home: give examples of home rules
2.07	list friend or family birthday, addresses, write a letter or poem, teachers use computer to take attendance
2.08	Using Encarta, Ask.com, Google searches, educational videos, play computer games, watch cartoons, listen to music
2.09	public library, school
	Technology Productivity Tools
3.01	word processors, drawing tools, presentation software (PPT)
3.02	word, publisher, excel, internet, power point, educational software (can give examples of NHA provided programs)

3.03	students work together to gather information to enter into a computer project; such as graphing, writing a document, creating a PPT
Technology Communications Tools	
4.01	when can you answer the phone, how to talk to a 911 operator, watch do you type in an email, how to search the internet
4.02	introduction and use of word, excel, paint, PPT, graphing programs
4.03	build skills in creating documents, cut and paste, file and save, send, open
Technology Research Tools	
5.01	introduce students to internet explorer
5.02	build skills/information literacy with use of CD's, DVD's, search engines, web sites and selected NHA EdTech resources
5.03	Introduction and use of Encarta Encyclopedia and Dictionary, Destiny Program (OPAC search), read a graph or a database)read spreadsheet or ex: list of presidents
5.04	Why would I use word to write a letter instead of excel? Why would I listen to a CD on a sounds system instead of a portable player?
Technology Problem-Solving and Decision-Making Tools	
6.01	How could I find out how far Chicago is from Grand Rapids? How can I find out how to make chocolate chip cookies?
6.02	Explain how the ATM has made our lives easier. Have students describe the difference between mailing a letter and writing an email.

National Heritage Academies Technology Scope and Sequence for Students

(July 2006)

			N	Novice: direct in objectives.
			B	Basic: apply the t direction.
			P	Proficient: apply direction.
Content Standard 1: Students will demonstrate awareness, knowledge and appropriate usage of computer hard				
			3	4
1.01	Mouse Skills:			
1.02		Point and Click/Double Click	N	B
1.03		Point and Select from Menu	N	B
1.04		Point, Click, and Drag	N	B
1.05		Know the basic functional differences between left and right mouse buttons.		
1.06	Keyboarding Skills:			
1.07		Use typing tutorial program.		N
1.08		Proficiently type, using proper hand position, with all alphanumeric keys.		N
	Other:			
1.09		Identify and know the basic functions of computer hardware.	N	B
1.10		Know potential hazards that could damage computer hardware.	N	B
1.11		Learn NHA's student computer usage policies.	N	B
1.12		Know basic facts about networked computers.		
1.13		Uses a variety of input and output devices. (scanner, digital camera, etc...)		

1.14		Know the differing capacities and trade-offs for computer storage media.		
Content Standard 2: Students will demonstrate awareness, knowledge and usage in file management and basic o				
			3	4
2.01	File Management:			
2.02		Save (Name, Choose a location)	N	B
2.03		Retrieve saved documents	N	B
2.04		Distinguish between Save and Save As		N
2.05		Create back-up of documents.		
2.06	Computer Operation Skills:			
2.07		Know how to start a computer software program	N	B
2.08		Cut, Copy, Paste		N
2.09		Manipulate Windows (Task Bar, Close Button, Minimize Button, Maximize Button, Restore Window Button)		N
2.10		Trouble-shoot simple problems.		
Content Standard 3: Students will demonstrate awareness, knowledge, and usage of a word processor, spreads				
			3	4
3.01	Word Processing:			
3.02		Know how to start a new word processing document.	N	B
3.03		Change the font and size of text.	N	B
3.04		Align text with alignment buttons.	N	B
3.05		Highlight text with the mouse.	N	B
3.06		Change the format of text with bold, italics and underline.	N	B
3.07		Know how to print independently.	N	B
3.08		Use the cut and paste commands.		N
3.09		Use the menu bar functions.		N
3.10		Insert clip art		N
3.11		Use Spell Check		
3.12		Learn Keyboard short-cuts (Ctrl-V = Paste, etc...)		
3.13		Learn to use headers and footers.		
3.14	Spreadsheet:			
3.15		Use the mouse to select a cell.	N	B
3.16		Enter data into a cell.	N	B
3.17		Learn spreadsheet terms.		N
3.18		Know how to start a new spreadsheet document.		N
3.19		Learn to graph or chart.		
3.20		Learn to add/subtract cell information.		
3.21		Create formula functions.		
3.22	Database:			
3.23		Know how to start a new database document.		
3.24		Know database terms.		

3.25		Know how to create fields and enter information into records.		
3.26		Learn to sort the database based on one field.		
3.27		Perform a search based on one or more fields.		
	Other:			
3.28		Know basic distinctions among computer software programs, such as word processors, special purpose programs, and games.		N
3.29		Start using multiple applications to complete one document or project. (e.g. Insert a spreadsheet into a word processing document)		
3.30		Know how formats differ among software applications and hardware platforms.		
	Content Standard 4: Students will demonstrate knowledge of creating and using graphics, desktop publishing, and presentations.			
			3	4
4.01	Graphics:			
4.02		Know how to use basic painting and drawing tools.	N	B
4.03		Put shapes together to create a picture.	N	B
4.04		Know how to use advanced painting and drawing tools.		
4.05		Know how to select specific areas of a painting or drawing.		
4.06		Know how to use cut, copy, and paste with selected shapes.		
4.07		Know the differences between several graphic formats.		
4.08	Desktop Publishing/Presentations:			
4.09		Know how to insert clip art.		
4.10		Learn how to select and use a template.		
4.11		Know how to zoom in and out.		
4.12		Learn how to create a basic presentation.		
4.13		Use special hardware devices for input within a document (scanner, digital camera).		
4.14		Learn how to format a Presentation.		
4.15		Complete a content area project.		
4.16		Complete and present a content area project presentation using Microsoft PowerPoint.		
4.17		Use multimedia within a document/presentation. (video, animation, sound, etc...)		
	Content Standard 5: Students will demonstrate awareness, knowledge and usage of the World Wide Web leverage technology.			
			3	4
5.01		Know how to search for information within a reference-based software program.	N	B
5.02		Learn Internet etiquette: do's and don'ts	N	B
5.03		Know basic Internet terms.	N	B
5.04		Manually entering an Internet web address (URL).		
5.05		Learn how to search and use keywords within a search engine.		
5.06		Learn Internet Explorer button functions (back, forward, stop, etc..).		
5.07		Learn to access, send and reply with e-mail.		
5.08		Learn how to download graphics.		
5.09		Research and evaluate the accuracy, relevance, appropriateness, comprehensiveness, and bias of electronic information sources concerning real-world problems.		

Content Standard 6: Students will demonstrate an understanding of the relationships among science, technology, and society from the perspective of the individual.

			3	4
6.01		Know ways that technology is used at home and school.		
6.02		Know that new tools and ways of doing things affect all aspects of life, and may have positive or negative effects on other people.		
6.03		Understand that when an individual creates something on a computer, the created work is that person's property, and only that person has the right to change it.		
6.04		Know that technologies often have costs as well as benefits and can have an enormous effect on people and other living things.		
6.05		Know that new inventions often lead to other new inventions and ways of doing things.		
6.06		Know areas in which technology has improved human lives.		
6.07		Understand the concept of software piracy.		
6.08		Know ways in which technology has influenced the course of history.		
6.09		Know that science cannot answer all questions and technology cannot solve all human problems nor meet all human needs.		
6.10		Know examples of copyright violations and computer fraud and possible penalties.		
6.11		Know that technology and science are reciprocal. They both are the driving force behind each other.		
6.12		Know ways in which technology and society influence one another.		

Content Standard 7: Students will demonstrate an understanding of how technology can be used as a tool for problem solving and decision making.

			3	4
7.01		Know that objects occur in nature; but people can also design and make objects.	N	B
7.02		Know that tools can be used to observe, measure, make things, and do things better and/or more easily.	N	B
7.03		Know that people are always inventing new ways to solve problems and get work done.	N	B
7.04		Identify a simple problem that can be solved using technology.		
7.05		Know constraints that must be considered when designing a solution to a problem.		
7.06		Select and use appropriate tools and technology resources to accomplish a variety of tasks and solve problems.		
7.07		Know that people have invented and used tools throughout history to solve problems and improve ways of doing things.		
7.08		Identify appropriate problems for technological design.		
7.09		Design a solution or product, taking into account needs and constraints.		
7.10		Implement a proposed design.		