

Eau Claire Public Schools

Technology Plan

May 2012

Years 2012-2015

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1 Cover Page

District Name and Contact Information

Eau Claire Public Schools
6190 W. Main Street
Eau Claire, MI 49111
(269) 461-6947
School District Code: 11250

Start Date of Plan:
July 1, 2012
End Date of Plan:
July 1, 2015

Contact Person: Mark Costello
Superintendent of Schools
(269) 461-6947 Fax (269) 461-0089

Intermediate School District Name:
Berrien RESA

URL for the location of the technology plan on the web:
<http://www.eauclaireps.com>

2 Introductory Material

2.1 District Mission Statement

The Eau Claire Public Schools in partnership with students, parents and community are dedicated to educational excellence and equity for all students by providing meaningful goal driven learning experiences and mastery of essential skills and objectives in technology rich facilities. Positive attitudes will be fostered in a multi-cultural environment that nurtures mutual respect for one another and a pursuit of life-long learning.

2.2 Introduction Eau Claire Public Schools is located in Eau Claire, Michigan. The town is a small farming community. Eight hundred students attend school in the district. There are four facilities where students attend classes. The Middle School and High School share one building. The elementary building is located across the street from the Middle School/High School complex. A community education building serves as auxiliary gymnasium and fine arts production facility. Finally, an alternative high school facility is next to the community education building.

The district employs fifty-four teachers.

Racial makeup of the school population is approximately 48% Caucasian, 33% Latina/Latino, and 19% African American. Approximately 100% of the school population qualify for free and reduced lunches.

3 Vision and Goals

It is the goal of the Eau Claire School District to have the appropriate technology to support the curriculum. Technology plays an important role in providing an education to our learners. We seek to increase our student to computer ratio to as close to a 1 to 1 basis as computer prices continue to fall and funding levels will allow. Access to Technology is important to our staff and to our learners.

Wireless Laptop Carts work well to supplement the curriculum. The district intends to increase the quantity of wireless laptop carts available to students.

Classroom based audio visual systems including projectors, sound field reinforcement and rich multimedia content are important to engage today's learners. We believe our teachers will use the technology improvements we are able to implement to provide a richer learning environment. Classroom Audio Visual systems must provide large viewable images to illustrate a subject throughout the classroom. Multimedia projectors are key to providing this.

4 Curriculum Integration

Currently, Eau Claire students K-12 are working towards the State of Michigan technology benchmarks as defined by our local ISD which are, in turn, taken from the NETS, National Educational Technology Standards for Students, <http://cnets.iste.org/currstands/cstands-netss.html>. Software utilized at the elementary and middle school level: Kid Pix, Study Island, Natural Reader, Microsoft Word, Microsoft PowerPoint, Microsoft Publisher, Printshop Presswriter, Ultra Keys, Graph Club, Excel, Humongous software titles, Magic School Bus titles, Math Blaster software, Reading Blaster software, Microtype High school students learn computer terms and general knowledge, continue to develop proper keyboarding skills, and work with the following Microsoft software: Word, Excel, Access, PowerPoint, Desktop Publisher. Additional concepts that are taught: proper internet usage, searches, downloading, history, and disk cache cleaning; file manipulation, creation, and deletion; computer display manipulation; business letter and memorandum creation; numeric keypad usage; and drawing of objects and shapes with fill in Microsoft Word and Desktop Publisher Eau Claire Public Schools has aligned our technology goals and strategies with the National Educational Technology Standards created by the International Society for Technology in Education (ISTE). The technology foundation standards for students are divided into six broad categories. Teachers can use these standards and profiles as guidelines for planning technology-based activities in which students achieve success in learning, communication, and life skills.

Technology Foundation Standards for Students

1. Basic operations and concepts.

Students demonstrate a sound understanding of the nature and operation of technology systems.

Students are proficient in the use of technology.

2. Social, ethical, and human issues.

Students understand the ethical, cultural, and societal issues related to technology. Students practice responsible use of technology systems, information, and software. Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity.

3. Technology productivity tools.

Students use technology tools to enhance learning, increase productivity, and promote creativity. Students use productivity tools to collaborate in constructing technology-enhanced models, prepare publications, and produce other creative works.

4. Technology communications tools.

Students use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences. Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences.

5. Technology research tools.

Students use technology to locate, evaluate, and collect information from a variety of sources. Students use technology tools to process data and report results. Students evaluate and select new information resources and technological innovations based on the appropriateness for specific tasks.

6. Technology problem-solving and decision-making tools.

Students use technology resources for solving problems and making informed decisions. Students employ technology in the development of strategies for solving problems in the real world.

5 Student Achievement

Technology is used by our students in many ways to enhance the curriculum.

5.1 Wireless Laptop Carts

Wireless laptop carts exist in the middle school sixth grade classrooms. These carts allow students to use technology in all facets of the curriculum.

5.2 Graphic Arts

5.3 Publishing

Students create a school yearbook using technology to manage digital photography, page layout and design.

5.4 Graphing Calculators

Graphing calculators are used in grades 7-12 to enhance the mathematics curriculum. Students utilize the calculators in problem solving.

5.5 Timeline

2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Continue to integrate the technology curriculum into all curriculum areas in each grade level and content area. Analyze MEAP, Ed Yes and AYP data to determine student progress	Continue to integrate the technology curriculum into all curriculum areas in each grade level and content area. Analyze MEAP, Ed Yes and AYP data to determine student progress	Continue to integrate the technology curriculum into all curriculum areas in each grade level and content area. Analyze MEAP, Ed Yes and AYP data to determine student progress	Continue to integrate the technology curriculum into all curriculum areas in each grade level and content area. Analyze MEAP, Ed Yes and AYP data to determine student progress	Continue to integrate the technology curriculum into all curriculum areas in each grade level and content area. Analyze MEAP, Ed Yes and AYP data to determine student progress
Reviewed by building school improvement team	Reviewed by building school improvement team	Reviewed by building school improvement team	Reviewed by building school improvement team	Reviewed by building school improvement team

Eau Claire Public Schools believes that it is important to have both integration strategies as well as specific standards and benchmarks in order to help our students not only learn 21st Century skills, but also become better students through the use of technology. It is also the belief of Eau Claire Public Schools that teaching technology is not reserved to computer lab instructors, but rather to the entire Eau Claire Public Schools staff. Instruction of technology must also take place directly as a result of using the technology for the instruction of other curricular areas such as math, English, social studies, and science. Following the mission of Eau Claire Public Schools, the purpose of improving students' 21st Century skills is to prepare the students for life following the K-12 experience. By using technology in the classroom, students will not only improve upon the quality of their educational experience, but they will also receive these 21st century skills. Students will continue to be given

opportunities beyond the classroom in the form of online learning provided by Michigan Virtual High School and distance learning experiences. As well, our teachers will be given opportunities to learn integration methods that use the Internet as a way of communicating with classrooms around the world.

Curriculum Implementation Timeline

Objective	Begin Date	Completion Date	Responsible Party
Create a curriculum based on State of Michigan and ISTE standards	Sept 2012	June 2013	Technology Planning Committee
Identify needed resources, equipment, training, and resources	July 2012	June 2013	Technology Planning Committee
Procure needed equipment and resources	July 2012	June 2013	Superintendent, Principals
Create and institute a 21st Century skills assessment	July 2012	June 2013	Technology Planning Committee, Superintendent, Principals
Teachers to integrate curriculum into the classroom	July 2012	June 2013	Technology Planning Committee, Principals

Integrating technology into the curriculum is a combined responsibility of the District School Improvement Team and the Technology Committee. As part of the curriculum proposal process in District School Improvement Team, all proposals must now include a technology component. In order to assist with this process, a comprehensive plan for technology integration is included. The committee feels that building-level leadership is very important both in terms of providing guidance on integration needs, and in planning and developing effective uses of technology for all of our staff and teachers. All teachers use the Internet. Some use the distance learning labs to enhance instruction and increase student achievement, but this is an area that needs more participation.

All students will:

1. Use and transfer technological knowledge and skills for life roles (family member, citizen, worker, consumer, lifelong learner);
2. Use technologies to input, retrieve, organize, manipulate, evaluate, and communicate information;
3. Apply appropriate technologies to critical thinking, creative expression, and decision-making skills;
4. Employ a systematic approach to technological solutions by using resources and processes to create, maintain, and improve products, systems, and environments;
5. Apply ethical and legal standards in planning, using, and evaluating technology; and
6. Evaluate the societal and environmental impacts of technology and forecast alternative uses and possible consequences to make informed civic, social, and economic decisions.

6 Technology Delivery

Teachers in Eau Claire Public Schools have access to all the resources available through Berrien RESA, as well as the technology education and distant learning resources. These resources can be found at:

<http://www.berrienresa.org/programsservices/curriculumresources>

A distance learning classroom system is available in the elementary and middle-high school. Teachers are able to reserve the equipment to provide learning experiences with remote content such as virtual field trips and cultural exchange projects with other communities.

At the elementary level, each student, beginning in 1st grade, undergoes instruction in the use of computers. In subsequent grade levels, the instruction becomes more focused on the use of computers as a tool for learning rather than as the focus of instruction.

Parental Communications and Community Relations

The following goals will be set in order to most efficiently and effectively communicate with parents and other community members. A website (<http://www.eauclaireps.com>) will be maintained by the school that includes information about staff, students, policies, special events, and curriculum. The technology plan is discussed and reviewed by the school improvement committee. The technology plan will be included as a part of the curriculum link. Teachers are encouraged to communicate by email with parents in order to keep parents current on their child's progress. A school records management system will be implemented that allows for greater communication capabilities with parents via the web. Eau Claire Public Schools seeks involvement from parents and the community in various ways. Technology is used to benefit and extend communication through. . .

- *continued use of voice mail for teachers & administrators.

- *expediting homework information through <http://www.eauclaireps.com>) use of homework hotlines.

- *publishing/distributing of district, building, and classroom newsletters.

- *news posted on district web page (*use of email for teachers and administrators

- *use of distance learning lab.

- *use of computer labs to offer workshops.

Collaboration

This section is not applicable to Eau Claire Public Schools. ECPS does not operate an adult education, GED certification, nor ESL program.

Professional Development

Professional development will be a major component of the technology plan. It is the goal of the Eau Claire Public Schools to ensure that their employees have the technical skills to effectively use appropriate technologies. Timelines for professional development are dictated by the school budget. This includes trainer's salaries, materials, and acquisition of new software and hardware. The technology director and qualified staff will help provide instruction for staff during the summer, after school and during teacher in-service days. The technology director, technology teachers and administration will coordinate all of the training for teachers and staff. The ECPS will cover the cost of all training including substitute teachers, trainers and materials.

Training will be provided within the school district and from outside resources in the following ways:

- **Teacher In-Service Days** – in district training for all staff that is usually provided by the Technology Director or qualified staff.
- **Release Time** – staff will arrange for a substitute teacher to attend workshops, conferences and training sessions outside of the district. Our local, Berrien RESA, is a valuable resource for technology training. Their staff offers year-round training on different technology topics. Many of these trainings/courses are also offered for college credit
- **Voluntary Training sessions** – This is the main professional development model used by ECPS. These sessions are usually hour-long workshops held after school. Topics are chosen/driven by staff requests, district goals, and curriculum needs. Specific topics are covered on a monthly basis. Staff members are given a technology notebook and are encouraged to file all handouts for future reference. This becomes their technology skills manual. Staff members earn professional development credit for attending these sessions.
- **Conferences** – Eau Claire has shown a commitment to professional development by assisting with the payment of most conference expenses for staff and for providing substitute teachers. Teachers are encouraged to attend the Michigan State Wide Technology conference, MACUL, to gain new information on the latest educational technology. Eau Claire teachers have also participated in the Ameritech Technology Academy
- **FTL Freedom To Laptop Program** - Sixth grade staff has and will continue to participate in the ongoing training for the FTL program. Sources of training include workshops and classes offered by the State of Michigan and our local ISD.
- **United Streaming** – All staff will receive ongoing training for this valuable resource. United Streaming is an educational video streaming service.
- **Technology Director Training** - Secant Technologies will provide training for the tech director. Training will cover matters relating to Novell Server, NT Server, and Border Manager Server. The school contracts for 2 days per month to maintain these services and to instruct the technology director

10 Supporting Resources

10.1 Technical Support The District Technology Director provides technology support within the ECPS. He is assisted by technology teachers and other qualified staff.

10.1.1 Building Level Support At Lybrook Elementary, teachers may contact the elementary computer teacher who serves as a first-line of assistance for hardware and software problems. If the problem is not solved then the technology director will be contacted.

10.1.2 District Level Support The technology director provides tech support within the entire Eau Claire School District. Staff may contact him by leaving a voice mail message on his extension (3140) or email.

10.1.3 Administrative Support The Berrien RESA provides support for administrative data (accounting, student count, attendance, and grade book). The RESA also provides Internet service for the school and handles the content filtering of websites.

10.1.4 Advanced Support ECPS contracts for a technician from Secant Technologies for maintenance of the Novell, NT and Border Manager Servers. He handles all technical problems that cannot be handled on the local level. He provides training for the tech director. The district will continue to use this support.

10.1.5 Gradebook/Attendance Berrien RESA houses the servers for Pearson Education Inc and we utilize Power School and Power Teacher that provides grade book services to the district. Support for these services is also provided by the RESA and Pearson Education Inc

10.2 Technology Resources Support

Support will come from a variety of resources

10.2.1 Internet

Students and staff of ECPS have Internet service through 4-6meg DSL through Secant Technology. All staff has email accounts through the district's Internet mail server. Most employees have Internet access at home. They can access their school email through webmail.

10.2.2 Software

Software will be purchased to implement and supplement the existing curriculum objectives. The purchase of software is coordinated to eliminate the duplication of purchases. All licensing agreements will be adhered to and the district policy on software acquisitions will be followed.

10.2.3 United Streaming

Support for this program will come from the company itself and the RESA.

10.2.4 Policies

The district has policies in place to ensure the successful and effective use of technology. These policies are: Acceptable Use Policy for all staff and students, Technology Use Policy, Software Installation Policy and the Internet Safety Policy. Sixth grade students participating in the Freedom to Learn Laptop program have an additional agreement to sign.

10.2.5 RESA

Teachers in the ECPS have access to all of the resources available through the RESA. These resources can be found at:

<http://www.berrienresa.org/programsservices/curriculumresources/>

10.2.6 Channel One

Classroom connection is available for staff use to supplement video for classroom

11 Infrastructure Needs / Technical Specification

Eau Claire Public Schools Infrastructure

For the purposes of this document, it seems useful to divide our technology environment into several 'Site Environments'

- District wide building infrastructure • Stationary/specialty labs
- Media/Technology Centers • Teacher/Classroom computers
- Wireless labs
- Distance Learning Lab

11.1 District Wide Infrastructure

All of the buildings in the Eau Claire School District are connected together with strands of fiber optic cable. All of the fiber strands eventually terminate at the Main Distribution Frame (MDF)

The Main Distribution Frame is installed in an air-conditioned room in the High School Media Center.

11.1.1 Main Distribution Frame (MDF)

The MDF located in the High School is heart of our entire Local Area Network. It contains:

- Cisco Switches are the heart of the physical part of the LAN
 - All of the building fiber, all of the file servers, our phone system and management hardware and software terminate in the MDF Room.
 - The backbone of our LAN is based on Ethernet standards running at 1000 Mbps. This connects all of our Cisco switches via fiber optic modules at each switch
 - The High School Media lab computers are connected to Cisco switches in the MDF at 1000Mbps.
- Our District Internet 4 DSL (6 Meg) line connection is connected through a small McBasic transceiver to our HP server running Novell 6.5
- An HP Server running Border Manger serves as our firewall.
- Our Border Manager server provides firewall services which effectively isolate our LAN
 - The main HP file server uses Novell Netware 6.5. This file server contains all of the student, teacher, and administrative Login Names and home directories. All of the student applications and printer objects also reside here. A Microsoft Windows 2003 server with Veeam Backup software connected to a terabyte hard drive used for backup of all data.
 - The main HP file server runs GroupWise.
- Our telephone system is also installed in the MDF. This telephone system was installed during the 20005-2006 school year. It is a Mitsubishi system with an NT server for storing voice mail and assignment hotline. The system covers all classrooms and meets all 911 and emergency requirements. –

11.1.2 STATIONARY/SPECIALTY LABS

We have several stationary labs installed in the district:

11.1.2.1 High School

- One lab in the high school used for instruction in computer applications.
- One lab in the high school used for instruction for various type of computer access.
- One lab in the high school dedicated to Graphic Arts. It is located next to the wood shop.
- One lab in the high school dedicated to Odyssey Ware instruction.
- One lab in the high school dedicated for special education student use.
- One classrooms have Smart boards, video projectors, and document cameras

11.1.2.2 Middle School

- One lab is available for teacher-student use on a reservation basis.
- A lab has been installed in the special education rooms for student use.
- Two classrooms have 28 wireless laptop each which is part of the Freedom to Learn Program funded by the State of Michigan
- Two classrooms have Smart boards, video projectors, and document cameras

11.1.2.3 Elementary School

- One lab in the elementary school used for instruction in computer applications.
- There are six computers in the media center used for Accelerated Reader.
- Five classrooms have Smart Board, video projectors, and Doc cameras
- One lab in the high school dedicated for special education student use

11.1.3 Teacher/Classroom Computers

Every classroom in the district has at least one networked computer for teacher use. Each computer is connected to a 32" TV mounted on the wall. Most teacher computers have DVD/CD Rom player. Each classroom has 7 data ports for additional computers. Most rooms have the teacher's computer and 1 to 2 other computers for students use.

11.1.4 Distance Learning Lab

The district's Distance Learning Lab has been under utilized. The purpose for installing the lab was the possibility of offering additional courses and exploration possibilities from essentially anywhere in the world. To increase its use will require:

Additional staff training on the use of the equipment.

Addition of a portable unit into the elementary building so that the system is accessible to more students.

12 Infrastructure, Hardware, Technical Support and Software

12.1 Necessary Updates

Eau Claire Public Schools will be adopting a 3-year update schedule for Smart Board, classroom video projectors, computers, and phone system. Computers taken out of labs will be placed in classrooms in order to provide students and teachers with additional instructional computers. New hardware and software purchasing decisions will be based on the goals of this plan. All new computers should have current version of Microsoft operating system installed.

Continued curriculum integration

Continue training teachers in higher-level integration strategies

Evaluate technology plan for necessary revisions

Secure on-line information system to communicate with parents

12.2 2012-2013 Proposed Updates

All proposed new technology contingent on availability of local, state and federal funding.

Continued curriculum integration
Continue training teachers in higher-level integration strategies
Evaluate technology plan for necessary revisions

12.2.1 Computer Replacement

Replace elementary teachers' computers in classroom

Replace elementary office computers

Purchase updated software for all computers being replaced

New printers zone printers for classroom

Add Smart Boards, video projectors, and doc cameras to classrooms

12.3 2013-2014 Proposed Updates

12.3.1 Computer Replacement

Replace high school teachers' classroom computer.

Replace lab computers in Room 09, 10, and tech lab

Replace high school office computers.

New printers zone printers for classroom use.

Add Smart Boards, video projectors and doc cameras to classrooms

All proposed new technology contingent on availability of state and federal funding.

12.4 Goals for Year 2014-2015

Replace middle school office computers.

Replace computer lab at middle school.

Replace computer lab at elementary.

Replace computers lab in high school

Replace laser and color laser printers in elementary and middle school.

Add Smart Boards, video projectors, and doc cameras to classrooms

12 Infrastructure, Hardware, Technical Support and Software

12.5 Proposed Updates for Year 2014-2015

12.5.1 Phone updates and remaining computers

Update of phone system

New computers for Graphic Arts Lab

New computer for Accelerated Reader program at elementary

12.6 Goals for Year 2014-2015

All proposed new technology contingent on availability of state and federal funding.

Continued curriculum integration Continue training teachers in higher-level integration strategies Evaluate technology plan for necessary revisions

13 Budget and Timetable

13.1 Technology Budget

2012-2013

Upgrade of Classrooms

Replace elementary lab	26	\$500	\$13,000	August 2013
Purchase update software for all computer being replaced	1	\$ 15,000	\$ 15,000	August 2013
New printers zone printers for classroom use	3	\$600	\$18,000	August 2013
Add Smart Boards, video projectors, and doc cameras to classrooms	12	\$6,000	\$72,000	August 2013

2013-2014

Upgrade of Classrooms

Replace middle school teachers computer in classroom	9	\$500	4,500	August 2014
Replace middle school office computers	2	\$ 500	\$ 1,000	August 2014
Purchase update software for all computer being replaced	1	\$ 15,000	\$ 15,000	August 2014
New printers zone printers for classroom use	2	\$600	\$1,200	August 2014
Add Smart Boards, video projectors, and doc cameras to classrooms	6	\$5,000	\$30,000	August 2014
Replace middle school computer lab	28	\$500	\$14,000	August 2014

2014-2015

Upgrade of Classrooms

Replace high school teachers computer in classroom	20	\$500	\$10,000	August 2015
Replace high school office computers	7	\$500	\$3,500	August 2015
Replace high school lab	52	\$500	\$26,000	August 2015
Purchase update software for all computer being replaced	1	\$ 15,000	\$ 15,000	August 2015
New printers zone printers for classroom use	3	\$600	\$18,000	August 2015
Add Smart Boards, video projectors, and doc cameras to classrooms	15	\$5,000	\$75,000	August 2015
Update of Phone System	1	15,000	\$15,000	August 2015
Update of computer in central office	5	\$600	\$3,000	August 2015

13.2 Timetable The timeframe planned for technology improvements has been embedded into other sections of this document

14 Coordination of Resources

In order for the Technology Plan to come to life, the Eau Claire Board of Education, Administration, teachers, and community will have to make it a priority.

The district will need to make a commitment financially to technology. A coordination of federal and state programs will be necessary to ensure all students receive the benefit of technology. Outside sources will also need to be developed such as the QZAB grant. Funds may be secured from the following sources:

General Fund

Universal Service Funds

At Risk Funds

Title One Funds

Foundation or Private Grants

Grants from foundations

15 Evaluation

In order to ensure that progress is being made and goals completed, Eau Claire Public Schools will be monitoring and evaluating the technology plan on a yearly basis. The Technology director and Technology Team will be responsible for this process. The Superintendent will be responsible for ensuring that monitoring and evaluation takes place.

At least one technology planning meeting will take place per year in order to determine if adequate progress is being made on the goals. The guideline will be the budget and the timetable. Each goal will be examined for the year to determine three issues: Goal Completion, Goal Obstacles, and Obstacle Resolution. If a goal is not completed, it will be attempted the next year using strategies determined in the Obstacle Resolution section. This evaluation will be shared with the Superintendent and Board of Education.

Monitoring and Evaluation Schedule

School Year	Month	Procedures
2012	February	Determine progress of first year's goals and recommend changes.
2013	September	September Evaluate completion of first year's goals and make further recommendation for year 2.
2013	February	Determine progress of second year's goals and recommend changes.
2014	September	September Evaluate completion of second year's goals and make further recommendation for year 3.
2014	February	Determine progress of third year's goals and recommend changes.
2015	May	Determine which uncompleted goals should be carried over to the next technology plan.

16 Acceptable Use Policy

16.1 Lybrook Elementary As a student attending Lybrook Elementary in the Eau Claire Public Schools I agree to fully participate in the Freedom to Learn program. In addition, as a parent and/or guardian of the student referenced below, I/We agree to fully participate in the Freedom to Learn program. As a condition of participating in the program we will:

- Agree to use the FTL device to support and enhance student learning through such things as academic research, prepare documents, complete classroom-based and homework assignments, and access the Internet for school related information, anytime and anywhere learning activities and to communicate with peers, parents and teachers via email.
- Agree to use the FTL device in compliance with the district's acceptable use policy(s).
- Agree to use only licensed software on the FTL device.
- Agree to properly store and transport the FTL device.
- Agree that the district has financial responsibilities for the FTL device and ensure that it will be safely returned to school (if home use is allowed by the district)
- Agree not to intentionally damage or demonstrated careless use of the FTL device
- Agree not to visit Internet sites that contain illegal, obscene, or hateful content, or view, download or transmit files from such sites.
- Agree not to harass or intimidate others, by transmitting or making accessible offensive, annoying or harassing material
- Agree not to use the computer to operate a business, for illegal activities, or in a manner that would cause harm to the district or to the Freedom to Learn program
- Agree to follow all rules and policies set by the Eau Claire Public Schools. I agree to abide by the Freedom to Learn Acceptable Use Policy as outlined above.

. Signature of student: _____

Print name: _____

School Building Name: Lybrook Elementary _____

School District Name: Eau Claire Public Schools _____

Witness: _____ Date: _____

I have read and I understand Lybrook Elementary's "No Click" rule.

Signature of student: _____

Signature of Parent/Guardian _____

- A. All use of the network must be in support of education and research and consistent with the purpose of the Eau Claire Public Schools.
- B. Use of the network or Internet for personal, private, commercial business, product advertisement; is prohibited.
- C. Users of the network and/or Internet *must* receive prior approval from the appropriate school personnel.
- D. Network accounts are to be used only by the authorized owner of the account and for an authorized purpose only. The user name and password assigned to the user are not to be shared or used by anyone other than the register user.
- E. User shall not seek information on, obtain copies of, or modify files, or passwords belonging to other users, or misrepresent other users on the network/Internet.
- F. All information accessible via the network shall be assumed to be copyrighted material.
- G. All accounts are private but are accessible by authorized school personnel.
- H. Any use to disrupt the network, the hardware or software by destroying, modifying, or abusing it in any way is prohibited.
- I. Users infecting the network with a virus will be held for all damages.
- J. Inappropriate language, harassment, discriminatory remarks and other anti-social behaviors are prohibited on the network.
- K. Any installation of software for use on district computers is prohibited.
- L. Use of the network to access or process pornographic material, inappropriate files and chat rooms is strictly forbidden.
- M. Any membership/subscription to services or products offered on the Internet is **prohibited**.
- N. Eau Claire Public Schools will make determinations on whether or not specific use of the network is consistent with the acceptable use policy.
- O. Users are **never to release** personal information (i.e. full name, address, telephone number, password, or other personal information) on the network or Internet.
- P. No saving of indecent material on any drives (i.e. A-Z).
- Q. Any student caught sending a message through NetWare will lose their account.