

# **Escanaba Area Public Schools**

## **Escanaba, Michigan**

1500 Ludington Street – Escanaba – MI 49829

(906)786-5411 District #21010

**Superintendent, Dr. Thomas C. Smith**



“There’s no better place to learn!”

## **Technology Plan**

### **2006 – 2009**

Start 7/1/06 – End 6/30/09

<http://service.escanabaschool.com>

### **Delta-Schoolcraft ISD**

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Appendix- Technology Skills Matrix

## **ACKNOWLEDGEMENTS**

Special thanks to the following people that have helped to make the technology program at Escanaba Area Public Schools an ongoing priority, determined to see the program continue to evolve and meet the needs of our students and staff.

## **DISTRICT TECHNOLOGY TEAM**

Chairperson: Steve Freidhoff, District Technology Coordinator

Members:

Sue Belanger -Elementary Classroom Teacher  
Lynn Trudeau - Elementary Classroom Teacher  
Scott Syrjala - Business teacher, Escanaba Area High School  
Eric Chapman - Computer teacher, Escanaba Middle School  
Barb Contois - Media Center, Escanaba Middle School  
Angela Faust - Elementary Classroom Teacher  
Doug Leisenring - Principal, Webster Elementary School  
Greg Libby – Science Teacher, Escanaba Area High School  
Kay Johnson – Principal, Escanaba Middle School  
Julie Moker – Elementary Classroom Teacher  
Clare Okraszewski – Elementary Classroom Teacher  
Mike Smajda – Principal, Lemmer Elementary School  
Paula Shapy – Elementary Classroom Teacher  
Dr. Thomas Smith - Superintendent  
Tim Bishop - District computer technician  
Bob Viau - District computer technician

Our Technology Team meets on a monthly basis and is our monitoring and evaluation tool for our technology programming. Our goals and success are measured against our Technology Skills Matrix.

## **SCHOOL BOARD**

Dr. Thomas Smith, Superintendent  
Dr. Eric W. Knudsen, Board President  
Mary K. Harrington, Trustee  
Peggy Schumann, Secretary  
James L. Hermans, Trustee  
Willard M. Carne, Vice President  
Richard C. Clark, Trustee  
Robert A. Berbohm, Trustee

## DEMOGRAPHICS

The Escanaba Area Public School District is located in Escanaba, Michigan with a population of approximately 16,000 people. Located in the Upper Peninsula of Michigan approximately 130 miles north of Green Bay, Wisconsin, Escanaba is located on the shores of Little Bay de Noc (Lake Michigan) The ethnic makeup is 97% white and 2% American Indian with trace percentages of other minority groups. Median household income is \$26,000.00

The major employer's are New Page (formerly Mead Westvaco) which has one of their largest paper mills in Escanaba employing over 1400 workers, Engineered Machine Products (EMP), OSF St. Francis Hospital and Escanaba Area Public Schools. The Escanaba Area Public School District employees 179 teachers with a total employment of about 350. The tourism industry also makes a significant contribution to the economy year round.

The district has been in declining enrollment for the past several years. Our enrollment is projected to continue dropping for at least five more years somewhere between 40 and 70 students per year. Our current enrollment of 2900 students is distributed between our High School, Middle School and four elementary schools. EAPS also provides shared time services in art, band and orchestra, and technology for the local Catholic school, Holy Name Catholic Central Grade School. Current enrollment numbers are listed below:

Escanaba Area High School	1043	students
Escanaba Junior High School	506	students
Franklin Elementary	195	students
Lemmer Elementary	410	students
Soo Hill Elementary	361	students
Webster Elementary	357	students
Holy Name School	28	FTE thru shared time agreement

The district also participates with the Delta-Schoolcraft Intermediate School District in programs services, such as the Learning Center for students with disabilities, Vocational Technical Center for occupational programs, Alternative High School for non-traditional students, and a Teen Parenting program

## EXECUTIVE SUMMARY

The Escanaba Area School District believes that all students should acquire the skills needed to work, live, and learn in our technological society. Students of the 21st century will use technology as an extension of their learning environment that will span geographical boundaries. Teachers of the 21st century need to collaborate with colleagues to model life long learning skills for their students. Administrators, teachers and students need to be prepared to access, interpret, analyze, and communicate information successfully in both life and work applications.

Our goal is to create a district technology program that will support teachers and learners in developing their maximum intellectual potential, personal and social responsibility, skill and knowledge in preparation for their personal and professional lives. This goal will need to be achieved in the midst of our declining enrollment and directly related, declining funding.

The administration has always believed in placing the dollars available in areas where they will impact the greatest number of students and staff. As a consequence of this belief the district infrastructure is in good shape, and capable of handling the district network traffic. The weakness in our existing infrastructure is the aging of our computer workstations. In previous plans the district has indicated that it would try to maintain a four year adoption cycle. Currently a significant percentage of our workstations are six years or older. This problem will continue to grow worse as time goes on unless alternative funding is available to purchase a large quantity of computers.

In spite of the economic hardship the district has made significant progress in integrating technology into our curriculum. The stated goal of placing ceiling mounted projectors in every classroom has been a key to our success. Currently all classrooms from 5<sup>th</sup> grade thru 12<sup>th</sup> have mounted projectors installed. This is the single most important achievement in assisting teachers in the use of technology to deliver their curriculum.

Network reliability is also at the top of our priority list. The district owns and maintains it's own fiber optic network. Since installation three years ago our network availability averages over 98%. The network is not yet complete with fiber still needing to be installed at our Soo Hill Elementary building and at our bus garage.

EAPS is completing it's first full year operating with PowerSchool a student management information system. The district went live with PowerSchool at the start of the second semester last year. Our efforts have been focused on accurate grading and attendance, entering assignments and responding to parental email. The response from the public has been nothing short of fantastic. PowerSchool has greatly improved our ability to communicate with our parents. As our expertise using the software expands we expect to add further value to our communication with parents.

Our technology skills matrix has been updated and compressed from a K-12 offering to a K-8. This condensation is a result of the State requirement for 8<sup>th</sup> grade technology literacy competency and the new expanded mandatory curriculum at the high school level. It will be expected that as our 8<sup>th</sup> grade students enter the High School, they will possess the necessary technical skills to meet the demands of the High School curriculum. Technology will also be pervasive throughout all curricular areas in the High School.

## **COMMUNITY**

Improving technology is an expensive process. Our district needs to tap into whatever resources we have in our community that could help us with planning, obtaining equipment or assisting us in our labs. Bay de Noc Community College has been a valuable partner in education with our district in many areas. In technology, there assistance has been invaluable. The recently opened MTEC center is also a valuable resource for technology training and the district would like to pursue all possibilities to work with them to further enhance our technology program.

New Page has been generous by donating some of their older computers to us. The machines are antiquated for their use but we find them useful for keyboarding practice and word processing. We will continue to accept equipment from New Page and other businesses in the area who wish to donate equipment to us. We will actively pursue this method of adding equipment.

New Page also has a matching funds program for employees and their spouses. If someone who qualifies for the program does enough volunteer work at one of our buildings, New Page pays a grant of \$300 to that building. The volunteers time is greatly appreciated as these parents have supervised labs for us, worked one-on-one with students on the computers and helped teachers in numerous other ways. The money is an added bonus to the time these people give to our schools. In the future we will develop training sessions for these volunteers to answer any questions they might have and to make better use of their time by having them trained on the programs we are using.

Many other parents who do not qualify for the New Page program volunteer their time for us. We need to make sure these volunteers also get the training they need to assist our students in the labs and in the classrooms. Their time is also greatly appreciated and we hope they continue to be involved with education.

The Delta-Schoolcraft Intermediate School District is another crucial partner in the success of the Escanaba Area Public School Districts technology program. The ISD currently provides support services for the district in administrative operations with an IBM AS400 system maintained by ISD employee, Dan Hughes. Mark Christoff, of the ISD has been invaluable in his assistance with providing our internet access, email server, web server and technical expertise in WAN support issues. The ISD also provides our district with filtering and blocking software to block inappropriate sites.

Community also includes our district website and what our website says about us to the general public. The district is pleased to have been selected a "Top Educational Website" by Eduhound this past year. We continue to research ways to add additional value to our website for visitors. Two projects that are currently be planned is a link to our food services website to provide parents with lunch balance information. The second project would expand our streaming capabilities to include video streaming as well as audio streaming.

The committee believes that we need to do a better job of keeping our public informed as to what the technology program is providing our students. By establishing a public relations committee we can focus more attention on this need. Methods to get our message out include speaking at service club meetings, regular communication updates to our local media, exhibiting our successes at the U.P. State Fair later this summer, and regular updates to our school board. Ongoing community access for our senior citizens will also be a high priority of this committee.

## **GOALS FOR SCHOOL YEAR 2006 - 2009**

1. Develop a comprehensive staff development program with the goal of increasing teacher comfort levels to allow them to feel comfortable using the technology tools to deliver classroom curriculum.
2. Complete fiber optic network to include the Soo Hill and bus garage into our existing network.
3. Connect, secure, and automate all elementary libraries.
4. Continue installation of ceiling mounted projectors for Grades 1 – 4 to complete this project.
5. Continue developing a scope and sequence of technology skill sets by grade level. To use these skill sets to further integrate technology into regular classroom curriculum.
6. Continue ongoing upgrade of the district web site.
7. Provide parental access to student lunch balances via a link from the district home page.
8. Develop and implement a comprehensive security plan designed to keep our students and software/hardware safe.
9. Expand our streaming services to include video streaming of athletic and extra curricular activities via the website.
10. Move all elementary servers to the server farm in the network room located in the Middle School.
11. Upgrade Accelerated Reader to new Ren Place web based software system in all elementary buildings.
12. Update UPS equipment for Middle School Network Room & Server Farm.
13. Update elementary buildings to OSX.
14. Update network documentation manual
15. Connect administrative pc's to server for backup purposes.
16. Expand wireless network at high school.
17. Continue to improve on attendance taking with PowerSchool.
18. Continue internet safety program with mini-workshops in conjunction with fall open houses.

## **STAFF DEVELOPMENT**

1. Our staff development efforts must begin with a current assessment of what the comfort level is with our existing technology offerings.
2. With this assessment we can determine what core competencies our teachers must have and begin a timeline to produce and deliver targeted training to address this need.
3. Training sessions will be held for group instruction after school, during summer vacations, and individually in the district training lab through out the school year.
4. The team believes that a big obstacle to the success of staff development is in providing adequate time to practice what they learn. The team recommends that the district incorporate a staff development day dedicated to technology at least three times each school year.
5. Create a database of existing, staff members willing to share their expertise in modeling curriculum delivery with technology tools for other s to learn from.

## **INCENTIVES/REWARDS**

The teachers in our district earn incentive pay for attending workshops outside of their normal working hours. The technology coordinator will keep a record of all staff members who attend in-services held after school, in the evenings or weekends, or during any vacations including summer. The teacher's stipends will accumulate during the year and be paid in one check in June.

Other incentives include books, software, and magazine subscriptions to be purchased for teachers who attend in-services outside of normal working hours.

The technology coordinator will seek additional incentives and rewards for staff to attend training. These could include working with a teacher's class to train them in new software the teacher earned and/or developing a credit system where teachers earn credits for being an early adopter or helping other staff members incorporate technology. These credits could be traded in for new equipment, software or hardware upgrades or first sign-up rights in one of the large computer labs.

## **HARDWARE** (Instructional Network)

### Escanaba Area High School

356	Computers
61	Printers
14	Scanners
20	Digital cameras

### Escanaba Middle School

271	Computers
61	Printers
13	Scanners
27	Digital cameras

### Franklin Elementary

1	Macintosh Xserve Server
64	Computer
15	Printers
3	Scanners
2	Digital cameras

### Lemmer Elementary

1	Macintosh Xserve Server
102	Computers
39	Printer
11	Scanner
3	Digital cameras

### Soo Hill Elementary

93	Computers
1	Macintosh Xserve Serve
36	pPrinters
8	Digital cameras
8	Scanners

Webster Elementary

97 Computers  
1 Macintosh XServe Server  
33 Printer  
3 Digital camera  
18 Scanners

DISTRICT HARDWARE TOTALS

1097 Computers  
12 Macintosh Xserve OSX Servers  
2 Windows 2003 Network Servers  
49 Laser printers  
86 Ink jet printers  
63 Digital Cameras  
67 Scanners

SOFTWARE

The district uses “software images” for ease of installation, consistency and speed in recovery of repaired machines, The elementary image includes the following software titles:

Apple Mac OS9.22	Apple Remote Desktop	Microsoft Office
AppleWorks	iLife 05	Kid Pix Studio
Inspiration	Kidspiration	Hyperstudio
Accelerated Reader	Internet Explorer	Outlook Express
Fetch	Airport	Acrobat Reader
Jam Cam	Type to Learn Jr.	Type to Learn
Timeliner	Graph Club	Clarisworks for Kids
Bugdom	Nanosaur	Cro-Mag Rally
Laserjet Drivers	Deskjet Drivers	Scanner Driver
Phaser Driver	PowerGrade	

Secondary Image Includes:

Apple Mac OSX	Apple Remote Desktop	Microsoft Office X
iLife 05	Mail	Address Book
PowerGrade	Safari	Internet Explorer
Airport	Fetch	Geometer’s Sketchpad

INFRASTRUCTURE

Our district Local Area Networks (LAN) buildings now operate on 10/100/1000 switched Ethernet networks with gigabit backbones. All buildings are connected via single mode fiber optic cable to our WAN with the exception of the Soo Hill Elementary Building and the Bus Garage. Soo Hill is currently connected via a T1 line and the bus garage has a Charter cable modem connection. One of our goals is to complete the fiber network by connecting Soo Hill and the bus garage to our network in the next year. This infrastructure will allow the district to take advantage of emerging technologies including video streaming, broadcast and multicast video services.

Last year all of the high school servers were relocated to the Middle School District Network room. The network room has been updated with air conditioning and additional power. The elementary servers will be moved over this summer to complete this server farm. In the past year we have also added a Cisco Pix firewall failover bundle and a Stratacache caching appliance. We are in the process of reviewing our power requirements to upgrade our UPS equipment.

## **TECHNICAL SUPPORT**

The district employs two full time service technicians that handle the majority of our technical support issues on a daily basis. These services include hardware break / fix, software troubleshooting, network troubleshooting and maintenance. In addition the district also contracts with a network consultant to handle the higher level design and configuration issues that arise from time to time.

Our mission critical network components such as our core switch and firewall devices are also covered by Cisco SmartNet 24 hour exchange services.

The technicians use a multitude of websites for assistance in diagnosis, disassembly and repair of computer hardware. The district is authorized to repair our Apple desktop computers and Dell computer hardware. HP printer products are repaired at a local HP service center.

## **CURRICULUM**

**For a detailed list of our technology skills, please refer to the attached technology skill matrix which will provide specific detail for expectations grades K- 8.**

Technology should be an integrated part of every curricular area in our school district. To achieve this goal a technology curriculum committee was established to write goals for technology applications at each grade level. The committee was composed of a member from each grade level or department and the district technology coordinator will chair this committee.

The committee decided at which grade technology will be introduced to students and when the applications will be mastered as skills. The committee compiled a listing of all the technological skills for each grade level and the list was distributed at grade level or department meetings to faculty.

The technology coordinator will work with each building to determine the best methods for integrating these skills into the other curricular areas. The goal of the technology committee is to design a technology

curriculum that improves the instruction of other curricular areas while also giving the students the technological skills they need to compete in the 21st century.

#1. How do we integrate acquired technologies into the curriculum to enhance teaching, training and achievement?

Working in partnership with our DSISD and the Project TELL grant, teacher leaders are trained at each grade/subject level. These leaders then prepare and provide meaningful workshops that demonstrate how to integrate technology into the curriculum. Teachers are provided with all of the equipment needed in the workshops to go back into their classrooms and integrate technology into the lessons.

For example: Science (Grades 4-8) Trained in the use of digital microscopes and how to use them to teach about cells/biology. Social Studies: (Grades 3-8) Teachers were trained how to use the software Inspiration (A graphic Organizer Program) to teach both outlining and organizing skills. They were showed how to use this program for L Arts, Science and Social Studies. All teachers were trained in Jam Cams and Digital Cameras so they can use them to add graphics to projects. Teachers are trained in the use of Internet in the classroom for research, importing graphics or movies, etc. Our Accelerated Reader (AR) program is a computer reading program that tests student achievement and growth in reading comprehension. This is used in grades 1-12.

Selected classrooms introduced a program entitled, “Begin with Me” at the middle elementary level. This language based program provided Franklin electronic dictionaries to students for assistance with their grammar in writing assignments.

When teacher leaders train the other staff members, they give them many ideas how technology can be used within the classroom as a means to teach a standard or objective. It is stressed that technology should not be an "added" item, but a way to more effectively teach the lesson.

Administration models the use of technology in our district. Most communication with staff (memos, agendas, verification of meetings) is sent electronically. Parent email lists are used by principals to communicate school activities to parents. Teachers send weekly newsletters home to parents that include pictures of student activities and projects.

#2 How do we include community access in our plan?

Public meetings were held at all building levels to introduce parents to our student information system entitled, “PowerSchool”. Parents of students in 3-12 were provided a password to access their students’ attendance and academic performance. Our Superintendent visited the local service organizations to demonstrate and explain the PowerSchool program.

Partnerships in our co-op program will allow our students to share their tech skills within their business placement.

Most buildings hold “Open Houses” for parents and students have demonstrations of technology projects.

#3 Compliance with state technology content standards is achieved within the elementary and technology itinerant teaching programs. Students use “Type to Learn” for acquiring basic keyboarding skills. Students learn to import graphics, sounds, and movies to make PowerPoint and iMovie presentations.

Internet Search engines are taught in elementary technology class. Teachers in Social Studies and Science use the Internet in everyday lessons. Social Studies and Government classes use PowerPoint, the Internet and iMovie to create political ads.

For decision making and taking a stand, students in grades 5-8 use Tom Snyder's "Decisions, Decisions, Decisions" software that allows for debate on a topic.

Content standards are adhered to with the use of a signed ethics / Internet form. The students are also monitored in labs. High school students are informed about plagiarism and their papers are checked for plagiarism.

Our career tech and school to work programs expose students to how technology is used in our society.

## **ADMINISTRATIVE**

At the present time administrative financial services are being provided under a joint effort between Escanaba Area Public Schools, the Gladstone Public School District, Delta-Schoolcraft Intermediate School District, and is administered by DSISD personnel. All purchasing and financial reporting is handled by an IBM AS400 located in the ISD facility and is administered by Dan Hughes, ISD employee.

The district is completing it's first full year under PowerSchool for our Student Information Management System. This system is maintained by EAPS technology employees. This system currently provides for all student demographic information, grading, attendance and online communications with parents.

## **MAINTENANCE**

The technical department has implemented programs designed to reduce downtime thru the use of standard images and building an inventory of spare machines to quickly swap out a machine found to be defective. The defective unit can then be repaired by the technician, while the teacher is able to continue teaching using the spare machine.

A district wide back up procedure will be implemented in July of this year to automate the backup of all server files in case of disaster.

We are currently an Authorized Apple Service Center. This allows us to diagnose equipment failures using Apple Computer resources and order replacement parts directly from Apple computers. We also have an inventory of commonly used replacement parts we were able to order at a reduced price. It is important to keep this certification for our district. The district should have a goal of at least two different staff members being certified to work with this program. This will allow for the smooth operation of our repair and maintenance schedule in case of changes in personnel.

The district has also recently received authorization from Dell Computer Inc. to repair Dell equipment in the district.

It is estimated that a very small percentage of repairs requested result in the finding of defective hardware. Rather there is some other issue related to the operation of the equipment or software that causes the problem. By identifying the most frequent of these occurrences and addressing them with specific staff

development training, it is believed that the number of calls for repair can be decreased dramatically.

## **SECURITY**

Security threats are an every day occurrence and the district must take every precaution to protect the staff, students and equipment investment.

Security threats exist in the following areas.

1. Internal Vulnerability from hacking and other destructive activities
2. External Attacks, internet vulnerability
3. Viruses
4. Inappropriate material availability.
5. Theft of district assets.

The district has implemented several practices in partnership with the Delta-SchoolCraft ISD to protect its network infrastructure. Services currently being provided by the DSISD include, firewall services and content filtering to restrict access to objectionable materials, and limit access from outside sources.

The technical department of the district has also implemented automated virus scanning and protection to protect files from destructive viruses. They have also implemented desktop security systems and network management programs to proactively monitor and protect the network from internal attacks.

The district also maintains a database of hardware and software to aid in the protection of district assets against theft.

## **Finance & Budgeting**

In addition to funding received from the district general fund and Title 11d funding, the district also receives annual funding from the Universal Services Fund in the amount of approximately \$36,000.00 which covers the districts telephone expenses.

The district has also entered into a three year lease with Apple Computer Inc. The annual payment for this lease is approximately \$45,000.00 and rolls forward, allowing the district to update a substantial portion of it's workstations every three years

The technology committee has set the following goals pertaining to the financing of our technology plan.

1. Encourage the school board to consider technology expenditures as ongoing operating expense, not capital expenditures.
2. The district would like to achieve a four year adoption cycle for the replacement of computers, peripherals, and software.
3. An infrastructure fund will need to be established to allow for upgrading and replacement of the LAN components on a five year basis.
4. The technology committee will provide the finance committee of the school board with an annual list of priorities that will amount to 2% - 3% of the annual operating budget. This list will be prioritized and will include a detailed list of what the impact will be with each item on teaching, learning, communications, and productivity.
5. Strive to reach the Department of Education guidelines that 30% of our overall technology budget be used for staff development services.
6. Incorporate in-service time into the school calendar to provide opportunities for technology training at least three times per year.

<b>Technology Budget</b>	<b>Fiscal 06-07</b>
<b>Income</b>	
<b>From General Fund</b>	40,000.00
<b>Anticipated from Title Iid funds</b>	6,000.00
<b>Total Available Funding</b>	<b>46,000.00</b>

<b>These Items are Necessary to keep existing equipment operating</b>	
SmartNet Maintenance for Cisco 4006	\$1,400.00
SmartNet Maintenance for PIX Firewall	\$ 800.00
Dahlke Support Contracts 2 days @ \$760.00	\$ 1,520.00
PowerSchool Annual Maintenance and Tech Support	\$ 10,440.00
Repair parts from Apple	\$ 5,000.00
Repair parts from other vendors	\$ 7,500.00
Maintenance of Stratacache	\$ 750.00
<b>Subtotal to keep existing equipment operating</b>	<b>\$27,410.00</b>

<b>Infrastructure Upgrades</b>	
Infrastructure Upgrades	\$ 8,000.00
<b>Projectors for 5th &amp; 4th grade classrooms</b>	\$ 7,500.00
Retrospect upgrade for backups	\$ 325.00
<b>Symantec 100 user license renewal (From Sabor)</b>	\$ 1,000.00
Jet Direct cards for spares 3 @ \$320.00	\$ 960.00
<b>Total Infrastructure Upgrades</b>	<b>\$ 17,785.00</b>

Balance of Funding	\$ 805.00
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**Fiscal 07-08**

<b>Income</b>	
<b>From General Fund</b>	40,000.00
<b>Anticipated from Title Iid funds</b>	6,000.00
<b>Total Available Funding</b>	<b>46,000.00</b>

**These Items are Necessary to keep existing equipment operating**

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Jet Direct cards for spares 3 @ \$320.00	\$ 960.00
<b>Total Infrastructure Upgrades</b>	<b>\$ 17,785.00</b>

Balance of Funding	\$ 805.00
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<b>Technology Budget</b>	<b>Fiscal 08-09</b>
<b>Income</b>	
<b>From General Fund</b>	40,000.00
<b>Anticipated from Title Iid funds</b>	6,000.00
<b>Total Available Funding</b>	<b>46,000.00</b>

<b>These Items are Necessary to keep existing equipment operating</b>	
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Balance of Funding	\$ 805.00
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**Escanaba Area Public Schools  
Computer, Network and Internet Access  
Policy for Students (7/02)**

In consideration for the privilege of using the district and/or Network resources and in consideration for having access to the information contained on the Network, or by the Network, I hereby release the District, Network, and their operators and administration from any and all claims of any nature arising from my use, or inability to use the District and/or Network resources.

I agree to abide by such rules and regulations stated in the "Escanaba Area Public Schools District Computer, Network and Internet Access Policy for Students" for the 2002-2003 school year.

***Please sign below, detach and return this page to your school immediately.***

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_ Date \_\_\_\_\_ School

\_\_\_\_\_ Teacher \_\_\_\_\_ Grade

As the student's parent or legal guardian, I agree to this policy and will indemnify the Escanaba School District for any fees, expenses or damages incurred as a result of my child's use or misuse of the network or equipment.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_

.....

For Office Use Only

User name (assigned by the System Administrator): \_\_\_\_\_

Type of Access (check all that apply):

\_\_\_\_\_ Local Account

\_\_\_\_\_ Internet Account

Account

\_\_\_\_\_ Account

Date Local Account Approved \_\_\_/\_\_\_/\_\_\_ Revoked \_\_\_/\_\_\_/\_\_\_

Date Internet Account Approved \_\_\_/\_\_\_/\_\_\_ Revoked \_\_\_/\_\_\_/\_\_\_

Date \_\_\_\_\_ Account Approved \_\_\_/\_\_\_/\_\_\_ Revoked \_\_\_/\_\_\_/\_\_\_

Escanaba Area Public Schools Computer Network and Internet Access  
Computer/Network Acceptable Use Policy  
**Examples/Specifics:**

1. You are responsible for your unique network log-in username. Only you have access to it. If you think someone else may know your password, it is your responsibility to have it changed. We will be happy to do this for you.
2. Your home directory is to be used for **data storage only**. Unless it is specifically required for a class, and only with instructor approval, no programs are to be stored in student home folders. Only educationally related images or pictures may be saved in student home folders. Any pictures that are saved must be needed for a class that the student is currently enrolled in, and delete when they are no longer needed for that class.
3. Students are **not** to download or save any programs, images, or files from the Internet without specific approval and directions from an instructor. Specifically, never download programs such as Kazaa, ICQ, Microsoft Messenger, AOL Instant Messenger, Hotbar, RealAudio, games of any sort, WinAmp (or any other media player), or Comet Cursor.
4. Students are **not** to use any of the many Internet based e-mail clients, including but not limited to Hotmail, YahooMail, ExciteMail, and RocketMail. Additionally, students are not allowed to access Internet Chat rooms of any kind.
5. Students are **not** to use any streaming audio or streaming video from the Internet.
6. When using the Internet, students shall only access educationally appropriate web sites that relate to the classes they currently are enrolled in at Escanaba Area Public Schools. Students are not to play games of any kind on school computers.
7. Students are **not** allowed to use any disk on key, jump drive, or other external storage device with any district computer.
8. The Acceptable Use Policy in the student handbook must be signed by a parent/guardian and returned before a student can access the network. Any willful damage caused to district network computers or resources will be turned over to local law enforcement authorities.

**Violation of any of the above listed items will result in suspension from the district network and school computers.**