

Educational Technology Plan

For

School District and Building

Of

**Will Carleton Academy
2001 W. Hallett
Hillsdale, MI 49242
(517)437-2000**

**District code 30902
Building code 08601**

July 1, 2010 --- June 30, 2013

**Hillsdale Intermediate School District
Will Carleton Academy
<http://willcarletonacademy.com>
Plan Contact, Colleen Gadwood
(517)437-2000
FAX (517)4372919
E-mail, wcagadwood@yahoo.com**

Table of Contents

Academy Mission Statement	3
Vision Statement	4
Technology Curriculum and Infrastructure Goals	4
Curriculum Strategies and Goals	5-6
Parental Communications	6-7
Professional Development	7
Infrastructure, Hardware, Technical Support, and Software	8
Funding and Budget	9-10
Monitoring and Evaluation	10
Internet Acceptable Use Agreement	11-13

WCA's Mission Statement:

K-8

The mission of Will Carleton Academy is to serve the community as a charter school where parents can choose a traditional, character-based curriculum and educational atmosphere for their children. The school will provide an orderly, disciplined environment where all children are exposed to the wonder and joy of learning, where all children are expected to learn, and where all children and adults are expected to behave in a respectful and responsible manner.

High School Mission Statement

Will Carleton Academy High School will provide a character-based secondary education with high expectations challenging students to develop intellectually, morally, and physically. Through challenging curriculum emphasizing core academics with and exposure to the arts, students will be prepared to enter college, the work force, and their communities with personal integrity and responsibility.

District Profile:

Will Carleton Academy is a tuition-free public school academy serving approximately 237 students in the Kindergarten through the twelfth grade. Located in Hillsdale, Michigan, the academy is chartered through Hillsdale ISD. It was founded in 1998.

The Academy provides a traditional, back to basics learning environment for children residing in several neighboring rural communities. The curriculum is technologically content-rich and is tailored to the needs of each individual student when necessary.

Presently the facility at 2001 W. Hallett is the only building of the academy. It consists of 10 modular classrooms and 9 permanent classrooms that include an art room, a music room, a teachers' lounge, a main office, and a gymnasium within the building. Each classroom houses approximately 20 students and one certified instructor.

Total staffing for WCA consists of 20 full-time classroom teachers, a full-time Curriculum Specialist, and 8 dedicated aides. The academy also employs two maintenance personnel, one Athletic Director, one part time Title 1 instructional aide, one Student Services Coordinator, one Administrative Assistant and one Director.

Will Carleton Academy

Vision and Goals

WCA 's Vision Statement:

Will Carleton Academy was founded on the premise that all students can learn, but, to succeed at learning, and life, students need a sturdy foundation of knowledge and character to support their future endeavors. This foundation will be developed through Will Carleton Academy's focus on core knowledge, skill development, high standards of overall achievement, the capability to apply lessons learned to practical applications, the ability to know right from wrong, and demonstrating respect toward others.

Education is not valueless, thus Will Carleton Academy staff, students, and parents work together to identify and practice universal qualities such as respect for others, honesty, kindness and intellectual integrity, all characteristics of responsible behavior that are indispensable to developing our full potential as human beings.

WCA's Technology Goals:

Goal 1:

To acquire and upgrade technological hardware and software sufficient to provide all students with access to the World Wide Web and the latest educational support available.

Goal 2:

To integrate technology into the core curricula (Math, Science, Language Arts, and History) and into the arts (French, music, and art) to such an extent that students will be able to utilize it for research, composition, and presentation.

Goal 3:

To provide WCA staff with professional development opportunities that will enable them to more effectively integrate technology into their instruction.

Goal 4: To ensure all students are grade level proficient in the state's technology standards according to the grade level expectations.

Curriculum

Curriculum Integration:

A. Goals and Strategies

1. Students will be proficient using multiple media to formulate and present a research paper.
 - a. Students will develop power points to present research papers.
 - b. Students will use a word processor, incorporating clip art and proper references for papers.
 - c. Students will use the Internet to connect to the World Wide Web for research references using the Michigan Electronic Library (MEL).
 - d. Students will be able to use scanners, overheads, and computers to present research papers.
2. Students will be able to identify and define the terminology and function of the tools on a computer.
 - a. Students will use the computers as needed.
 - b. Students will experience technology modeling including definition and description of tools and their uses.
3. Teachers will utilize technology to enhance instruction across curricula.
 - a. Teachers will provide textbook web sites for students to practice test taking skills.
 - b. Teachers will use large screen monitors for instruction purposes as needed.

B. Student Achievement

1. Each classroom at Will Carleton Academy will utilize the mobile computer lab for student use during appropriate classroom instruction.
2. Instructors have a personal laptop computer with access to a mobile media cart that includes a tv, dvd/vcr, and projector for instruction.
3. Computer usage is integrated into the regular curricula
 - i. Compared to being taught as a computer lab.
4. Students utilize technology to enhance
 - i. Subject areas within their classroom.

C. Technology Delivery

1. Will Carleton Academy is able to access information through the internet cable provider to enhance instruction and increase student achievement.
2. The academy will be purchasing software-based programs for students' use in school and at home.
3. The academy will encourage the use of Core Knowledge resources available for instructional purposes for all staff.

D. Parental Communications and Community Relations

1. Will Carleton Academy's Parent Forum hold monthly meetings discussing school matters including technology use.
2. Communication to the parents goes out in a weekly newsletter known as a Monday Mailer.
3. Will Carleton Academy's web page informs the community of the technology used by the students.
4. The Academy's Technology plan will be distributed at a school board meeting and will be posted on the schools website. This will be added to the agenda. Copies will be made available at the office for anyone not able to attend the board meeting.

E. Collaboration

1. At the present time Will Carleton Academy works closely with Hillsdale College and Jackson Community College to provide academic support and enrichment for its students.

Professional Development

F. Professional Development

1. Professional development is offered to staff on an ongoing basis. Professional development will provide opportunity for staff to be aware of state and national technology standards. Some sessions are offered internally and others are offered individually by the county's ISD.
 - a. Staff will be trained on any new software purchased by the academy.
 - b. Mentoring teachers will train new teachers on how to integrate technology into the curriculum.

G. Supporting Resources

1. Will Carleton Academy's staff will participate in technology training offered by the Hillsdale County ISD.
2. Professional staff will attend technology workshops.
3. New software will be acquired after review and evaluation.
4. Video lending libraries will be utilized.
5. Online subscription services will be purchased.
6. The school's web page will be updated and maintained.

Infrastructure, Hardware, Technical Support, and Software

H. Infrastructure Needs/Technical Specification and Design:

1. Current status

- 17 teacher laptops
- 16 desktop computers
- 3 scanners
- 3 printers
- 2 vcr/dvd players
- 2 large screen monitors

- 17 overhead projectors
- 1 digital still camera
- 1 network servers (1 with proxy)
- 1 cable modem for internet
- 1 Bose sound system
- 1 copiers

2. Hardware, software, and networking needs

1. Each classroom has one teacher laptop. The academy plans on purchasing 10-15 new wireless student laptop computers and a mobile cart.
2. The academy will purchase a wireless access point for this mobile cart.
3. The academy will research purchasing a second mobile cart within 5 years.
4. Teachers' laptops will be up-dated on a need basis. Also, servers and network switching devices will be up-dated on a need basis.
5. New software will be acquired that is compatible with up-dated computers.

3. Technical support

Network repairs will be performed by Educational Reporting Services technical support. Application support is also available from the technology support specialist at MJ Management.

I. Increase Access

1. The plan is to consistently upgrade software and hardware by maintaining and acquiring the needed hardware and software to stay up-to-date with technology. Updating both software and hardware will help ensure that all students are able to utilize technology in their learning experience as aligned with the academy's mission statement.

Funding and Budget

J. Budget and Time table:

The following is a projected budget for this plan:

	Item Description	Cost	Qty.	Total
2010-2011 School Year	Internet Access	\$1,200	1	\$1,200
	Staff Laptop Computers	\$749.00	17	\$13,497.16
	Server/Access point	\$4,000	1	\$4,000
	Professional Development	\$350	5	\$1750
	Maintenance (parts and labor)	\$15,500	1	\$15,500
	Internet Filtering	\$10	266	\$2,600
2011-2012 School Year	Internet Access	\$1,400	1	\$1,400
	20 Student Laptop computers	\$500	20	\$10,000
	Server	\$4,500	1	\$4,500
	Teachers' Laptop computer upgrades	\$700	17	\$11,900
	Internet Filtering	\$10	266	\$2,660
2012-2013	Internet Access	\$1,400	1	\$1,400
	20 Student Laptop computers	\$600	20	\$12,000
	Server	\$4,500	1	\$4,500

Teachers' Laptop computer upgrades	\$700	17	\$11,900
Internet Filtering	\$10	266	\$2,660

K. Coordination of Resources

1. Will Carleton Academy will continue to take advantage of online resources offered by the State of Michigan to facilitate some of the educational development activities.
2. The academy will seek professional development in technology through the Hillsdale County Intermediate School District.
3. The academy, in cooperation with its management service provider Helicon Associates, will work on a continuous basis to explore all possible sources of technology grants for funding.

Monitoring and Evaluation

L. Evaluation

Will Carleton Academy will employ a variety of strategies to evaluate the effectiveness of its technology plan.

- a. The teachers will instruct and assess students' progress in the area of application skills.
- b. Teachers utilizing the computers as part of the curriculum will be monitored by administration.
- c. Teacher generated assessment, based on the state standards, will be administered annually.
- d. All technology components will be inventoried annually and evaluated for functionality.
- e. The Technology Committee meets formally at least once a year to evaluate our current technology and to develop a plan for the coming school year. In addition, with the creation of this Technology Plan, the Technology Committee will annually review/update the plan to ensure we include emerging technologies and incorporate changes to the plan to address unmet goals.

M. Acceptable Use Policy

1. Strategies are in place to monitor the district's Acceptable Use Plan for staff and student use of the technologies. The academy's Acceptable Use Policy recognizes the existing federal requirements for privacy and Internet safety as stated in the Children's Internet Protection Act (CIPA). The academy uses a hardware fire wall and a software proxy server as filters of inappropriate content.
 - a. All parents must sign a Computer Equipment Acceptable Use Agreement and an Internet Acceptable Use Agreement. Copies of these agreements are included.
 - b. Monitoring of staff use of computer equipment and Internet access is handled by our personnel management company, M.J. Management.
 - c. Appropriate filtering software has been installed on the network server to guard against visiting unacceptable Internet sites and will continue to be monitored and updated.

Will Carleton Academy

Computer/Internet Acceptable Use Agreement

Parents and Students: This agreement outlines the rules for responsible use of the Internet at Will Carleton Academy, and is in compliance with the federal Children's Internet Protection Act (47 USC 254 (h) and (l)). WCA has installed on its computers and computer network a technology protection measure that protects against Internet (which, as used in this policy, includes the World Wide Web) access by both adults and minors¹ to material which is: obscene: child pornography², or; harmful to minors³. Please read this carefully. In order your child to utilize the school's computers and software, or to access the Internet, we require that this agreement be signed and returned to school.

1. Will Carleton Academy will provide each student with training in the proper use and care of computer equipment, the Internet, and software.
2. The use of school computers and Internet access is a privilege, which may be withheld if the student damages, is irresponsible, or malicious in their use.
3. The school has the right to remove any material from school computers that the staff deems as inappropriate or not in keeping with our educational mission. Students will not install unauthorized software on school computers.
4. Each student is responsible for proper behavior while using computers and/or the Internet. The same rules and behaviors identified in the Code of Conduct apply to computer usage.
5. The school has the right to monitor all activity, e-mail correspondences, and material transmitted or received by students on school computers.
6. Students are not permitted to transmit or publish any defamatory, abusive, profane, threatening, or illegal material.
7. Students must respect all copyright laws that protect software owners, artists, and writers.
8. Security is a high priority at Will Carleton Academy. Using someone else's logon ID or password is prohibited. Trespassing in another's files without written permission is prohibited.
9. Will Carleton Academy will take appropriate measures to protect students from accessing inappropriate information and from receiving or engaging in inappropriate communications. However, due to the unregulated and ever-changing nature of the Internet, we assume no liability for any damages a user may incur as a result of Internet access.
10. The Will Carleton Academy staff and Board of Directors are solely responsible for deciding what constitutes appropriate use and defines acceptable content.
11. Violation of this agreement may result in disciplinary action including loss of computer privileges, Internet access, or financial restitution for equipment damage, or other disciplinary action as determined by the school. Users are subject to all applicable local, state, and federal laws.

Please read and sign the back of this agreement.

¹ Individuals under the age of eighteen (18) years.

² Any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image of picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where: 1) the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; 2) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct; 3) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or 4) such visual depiction is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.

³ Any communication, picture, image, graphic image file, article, recording, writing, or other matter of any kind that: 1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; 2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and 3) taken as a whole, lacks serious literary, artistic, political or scientific value to minors.

I have reviewed this agreement with my child, understand, and agree to abide by the terms and conditions as stated. I understand that the school's computing resources are for educational purposes only.

As the parent or legal guardian of _____, I grant permission for my child to use the school computers, software, and to access the Internet. I understand that it is impossible for Will Carleton Academy to restrict access to all controversial material and I release Will Carleton Academy from any and all claims that may result from my child's use of the Internet or internal computer network. I accept full responsibility for supervision of my child when accessing Internet resources provided by Will Carleton Academy outside the school premises.

Signature of Parent/Guardian

Date