

River Valley School District



DISTRICT PROFILE

- ✓ County: Berrien
- ✓ Intermediate School District:
Berrien County RESA
- ✓ School Locations:
Three Oaks & Sawyer
- ✓ District Code: 11033

TECHNOLOGY PLAN

River Valley School District	15480 S. Three Oaks Rd Three Oaks, MI 49128	Cheryl Capiak, Business Manager Curtis Newton, District Technology Coordinator
269 756-9541	Superintendent's Office Fax: 269 756-6631	ccapiak@rivervalleyschools.org cnewton@rivervalleyschools.org
http://www.rivervalleyschools.org/district-information/district-reports/rvtechplan-2014-17.pdf		

JUNE, 2014 – JUNE, 2017

(UPDATED JUNE 2014)

TECHNOLOGY PLAN SUMMARY SHEET

River Valley School District	15480 S. Three Oaks Rd Three Oaks, MI 49128	Cheryl Capiak, Business Manager Curtis Newton, District Technology Coordinator
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Years covered by this plan: 2014 to 2017		

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RIVER VALLEY SCHOOL DISTRICT

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- ✓ County: Berrien
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School Buildings



- River Valley Middle/High School; 15480 S. Three Oaks Rd; Three Oaks, MI 49128
- RV Elementary - Chikaming Campus; 13742 Three Oaks Rd; Sawyer, MI 49125
- RV Elementary - Three Oaks Campus; 100 Oak St; Three Oaks, MI 49128

Mission Statement

The mission of River Valley School District is quality education.

River Valley School District covers approximately 85 square miles in the southwest corner of Michigan. Enrollment information for our buildings is presented below:

Campus	Grades Served	Enrollment	Economically Disadvantaged(%)	Teaching Staff
Chikaming	K-2	152	59.9%	12
Three Oaks	PS, 3-5	160	55.6%	11
Middle School	6-8	139	46.0%	11
High School	9-12	189	47.0%	15

GUIDING DOCUMENTS FOR A MICHIGAN TECHNOLOGY PLAN

1. Required elements of a technology plan
<http://techplan.org>
2. National Educational Technology Standards Project
<http://cnets.iste.org/>
3. Michigan Curriculum Framework <http://www.michigan.gov/mde/0,1607,7-140-28753---,00.html>
4. Michigan Department of Education
http://www.michigan.gov/mde/0,4615,7-140-6530_21417_23834---,00.html
5. Technology content standards and benchmarks
http://www.michigan.gov/mde/0,1607,7-140-28753_33232_37328---,00.html

TECHNOLOGY PLAN INTRODUCTION

PHILOSOPHY STATEMENT

The River Valley Board of Education has adopted the following Adult Life Roles in concert with the District Mission Statement. The Adult Life Roles describe various key skills that River Valley graduates are expected to possess. They describe, in part, what our students should be able to do with their education.

- **Responsible Citizens who:**
 - Contribute to improve the welfare of the community and environment
 - Demonstrate responsibility for self
 - Respect others and their property

- **Productive Team Members who:**
 - Share ideas
 - Solve problems
 - Work cooperatively together

- **Critical Thinkers who:**
 - Demonstrate skills learned from the River Valley Core Curriculum
 - Use a variety of methods in the decision-making process
 - Develop and complete a plan of action

- **Self-Directed Learners who:**
 - Read for personal gain or enjoyment
 - Extend learning beyond the required
 - Have a vision and set goals for their future
 - Engage in cultural, creative, practical or other leisure time activities

- **Effective Communicators who:**
 - Listen objectively
 - Express thoughts, ideas and feelings appropriately to all audiences in written, oral and non-verbal forms

- **Caring Individuals who:**
 - Appreciate and value others
 - Respect diversity
 - Demonstrate compassion and sensitivity to the need of others

District Vision for Technology

(June 2014)

The River Valley School District will utilize technology to:

- Ensure that our students will be inquisitive, open-minded learners engaged in their own learning. Students will have the opportunity to use technology in their learning to make choices as self-directed learners, critical thinkers, and problem solvers.
- Provide staff with resources to promote a creative, engaging learning environment that will have a positive impact on student achievement.
- Provide technology-related learning opportunities to enhance student college/career readiness skills.

The district will provide:

- Ongoing comprehensive professional development along with continued in-house instructional technology support to ensure that all staff members have the knowledge and skills needed to meet the needs of 21st century learners.
- Ongoing technical support to ensure optimal utilization of hardware and infrastructure.
- Resources and cultivate a supportive and collaborative teaching and learning environment for integrating technology as a meaningful and effective part of the educational process.

District staff will:

- Be role models, continually learning as collaborative, critical thinkers to enhance their classroom and instruction.
- Provide student-led, authentic learning opportunities by utilizing infused cross-curricular instruction.
- Provide students will a choice of assessment opportunities that will include the use of technology.

The **District Technology Committee** is charged with the tasks of:

- Ensuring that technology is selected and utilized in a seamless and collaborative manner among all district staff.
- Validating the impact that the selected technology is having on student achievement.

District Technology Committee

Name:

Position:

William Kearney	Superintendent
Cheryl Capiak	Business Manager
Heidi Clark	Elementary Principal
Cynthia Ursprung	MHS Principal
Patrick Breen	MHS Assistant Principal
Paula Donner	Elementary Teacher - Chikaming
Brad Hoekstra	Elementary Teacher – Three Oaks
Patrick Bertrand	Elementary Teacher – Three Oaks
Jeanne Carter	Instructional Technology Facilitator
Paul Goodman	MHS Counselor
Jim Nevil	MHS Teacher
Michelle Sykora	MHS Teacher
Phil Whitelaw	MHS Teacher
Eric Munyon	MHS Teacher
Curtis Newton	District Technology Coordinator

(June 2014)

CURRICULUM

The River Valley Curriculum Council and District Administration are empowered by this technology plan to integrate technology into the instructional practice of teachers and the academic achievement of students. The Curriculum Council consists of department heads, elementary grade level representatives, administration and other invited staff members. Everyone will be involved in promoting the use of education technology for accelerating the improvement of student achievement.

Technology no longer can be seen as just computers. We must recognize that technology includes Intranet/Internet, e-mail, blogs, distance learning activities, video streaming, multimedia, graphical calculators, and a variety of other peripheral and portable devices. As a district we must look to the future thinking outside the box to create a learning environment that will prepare our students in the digital age we all live.

Our goal is to create student centered and learner-driven environments that will aid in the standards-based educational process. Technology must become a seamless part of the educational process, used to enhance both teaching and learning. This plan is to be considered beyond the typical technology plan the district has had in the past, to an “education technology plan” that all staff will have ownership in. With rapidly changing technologies, the district must realize that the planning process is continuous and must be dynamic.

This Education Technology plan provides for the effective integration of technology into the curriculum. It evolves from the previous Technology Plan. Teachers and schools across the State are realigning their practices, policies and procedures with Digital Age standards. These standards include both the National and State Technology standards for students and teachers. River Valley School District has also 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 will use these standards and profiles as guidelines for planning technology-based activities in which students achieve success in learning, communication, and life skills.

ISTE Educational Technology Standards:

1. Creativity and Innovation

Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.

Students:

- a. apply existing knowledge to generate new ideas, products, or processes.
- b. create original works as a means of personal or group expression.
- c. use models and simulations to explore complex systems and issues.
- d. identify trends and forecast possibilities.

2. Communication and Collaboration

Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.

Students:

- a. interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media.
- b. communicate information and ideas effectively to multiple audiences using a variety

of media and formats.

- c. develop cultural understanding and global awareness by engaging with learners of other cultures.
- d. contribute to project teams to produce original works or solve problems.

3. Research and Information Fluency

Students apply digital tools to gather, evaluate, and use information.

Students:

- a. plan strategies to guide inquiry.
- b. locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.
- c. evaluate and select information sources and digital tools based on the appropriateness to specific tasks.
- d. process data and report results.

4. Critical Thinking, Problem Solving, and Decision Making

Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.

Students:

- a. identify and define authentic problems and significant questions for investigation.
- b. plan and manage activities to develop a solution or complete a project.
- c. collect and analyze data to identify solutions and/or make informed decisions.
- d. use multiple processes and diverse perspectives to explore alternative solutions.

5. Digital Citizenship

Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.

Students:

- a. advocate and practice safe, legal, and responsible use of information and technology.
- b. exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.
- c. demonstrate personal responsibility for lifelong learning.
- d. exhibit leadership for digital citizenship.

6. Technology Operations and Concepts

Students demonstrate a sound understanding of technology concepts, systems, and operations.

Students:

- a. understand and use technology systems.
- b. select and use applications effectively and productively.
- c. troubleshoot systems and applications.
- d. transfer current knowledge to learning of new technologies.

The Michigan Department of Education has adopted a technology literacy mandate for all students by the end of 8th grade and technology content standards and expectations for Elementary, Middle and High School grades. (See http://michigan.gov/mde/0,1607,7-140-28753_33232_37328---,00.html). These MDE competencies address what students at all grade levels should know and be able to do using technology. These include:

- Basic Operations And Concepts
- Social, Ethical, And Human Issues
- Technology Productivity Tools
- Technology Communications Tools
- Technology Research Tools
- Technology Problem-Solving And Decision-Making Tools
-

As stated in each section of the Educational Technology Standards and Expectations – *“Technology literacy is the ability to responsibly use appropriate technology to communicate, solve problems, and access, manage, integrate, evaluate, and create information to improve learning in all subject areas and to acquire lifelong knowledge and skills in the 21st century. The Standards and Expectations for each grade range are established to designate clearly what students are expected to know by the ends of grades two, five and eight.”* (http://www.michigan.gov/mde/0,1607,7-140-28753_33232_37328---,00.html)

Technology Delivery

River Valley School District integrates specialized and rigorous courses and curricula through the use of technology, including distance-learning technologies. Teachers will use a variety of media including distance-learning technologies and interactive Smart Board technology to better engage students in the curriculum and in their own learning.

Our district actively participates in the Michigan Virtual High School (MiVU) allowing our High School students access to online classes that are unavailable in our district. The district also uses Education 2020 for credit redemption and summer school needs.

Our goal is to continue to increase the use of distance learning equipment with the help of building-level advocates that will help promote the possibilities of integration and, when possible, assist with project creation and development.

United Streaming is provided by the district for all staff PK-12. This online system provides interactive videos for infusion into curricular lessons.

District offers extended learning opportunities utilizing technology resources.

Parental Communications and Community Relations

River Valley School District realizes the importance of parental involvement and wishes to increase communication with parents and the community. A copy of this plan is posted on the District Web site at <http://www.rivervalleyschools.org/district-information/district-reports/rvtechplan-2014-17.pdf>, which will be highlighted, to parents and the community via our building newsletters and parent meetings.

We will continue to develop and update daily our District Web site at www.rivervalleyschools.org. Parents and interested community members can go to our site and find information ranging from calendars, newsletters, menus and handbooks to employment opportunities and Board of Education minutes.

Parents have the ability to view grades for Middle and High School students via the web. District/building information can be shared through our Instant Alert system. Parents have the option of subscribing to this system to automatically receive their child's/children's grade reports via email.

Our telephone system allows for increased communication. We have phones in all classrooms and all staff have voicemail.

Parents and community members will be involved in the school improvement process, including the technology plan. Our goal is to recruit more parents and community members to become active stakeholders having a regular role in planning, improving, and evaluating how we use technology.

COLLABORATIONS

River Valley School District is actively involved in with Berrien County RESA and their Instructional Technology team.

River Valley's BPA organization plans to offer adult computer literacy workshops in the evening.

Our elementary school campuses work together to put together a program broadcast on the local radio station, WHRC Radio Harbor Country (106.7) called "It's Elementary", which is broadcasted weekly.

There will be increased grade level collaborations utilizing shared files, such as Google Documents throughout the district. The elementary will continue to develop the curriculum map that will allow staff, through weekly collaborative meetings, to plan projects/lessons that will include technology tools to better engage our students. These meetings will include the ITF as requested by grade level teams.

The high/middle school will begin to incorporate classroom collaboration via a learning management system, that incorporate the use of online testing, home work drop boxes, and use of online video tools to engage the students.

Professional Development

River Valley School District places importance on ensuring that our staff is successfully and effectively using technology. Our District Technology Committees will continue to meet regularly with the building principals, the ITF, and a technology department member to discuss current staff development needs throughout the district. Planning and execution of staff development is scheduled through building level administrators.

The ITF currently reports to the building Principal regarding technology responsibilities. This serves our K-5 teachers by providing a direct link between the Technology Department and the instructional staff. The ITF performs staff development throughout the year within the elementary buildings as requested by staff or that deemed necessary by the building principal.

The Berrien County RESA offers many professional development opportunities throughout the school year. The Berrien RESA offers an online catalog, weekly emails, and a monthly calendar highlighting activities.

The District will commit funds, as available, to send the members of the tech team (or their designee) to the annual Michigan Association of Computer Users in Learning (MACUL).

The district will use the comprehensive Personnel Skilled in Technology Assessment created by the REMC Association of Michigan. It is aligned with the National Educational Technology Standards (NETS). It ties all questions to the NETS from basic productivity to Web 2.0. The results of this assessment will be used when planning professional development as well as the school improvement planning process.

The following standards serve as our goal for each member of our River Valley staff.

ISTE National Educational Technology Standards (NETS) & Performance Indicators Educational Technology Foundation for all Teachers

I. TECHNOLOGY OPERATIONS AND CONCEPTS.

Teachers demonstrate a sound understanding of technology operations and concepts.

Teachers:

A. demonstrate introductory knowledge, skills, and understanding of concepts related to technology (as described in the ISTE National Education Technology Standards for Students).

B. demonstrate continual growth in technology knowledge and skills to stay abreast of current and emerging technologies.

II. PLANNING AND DESIGNING LEARNING ENVIRONMENTS AND EXPERIENCES.

Teachers plan and design effective learning environments and experiences supported by technology.

Teachers:

A. design developmentally appropriate learning opportunities that apply technology-enhanced instructional strategies to support the diverse needs of learners.

- B. apply current research on teaching and learning with technology when planning learning environments and experiences.
- C. identify and locate technology resources and evaluate them for accuracy and suitability.
- D. plan for the management of technology resources within the context of learning activities.
- E. plan strategies to manage student learning in a technology-enhanced environment.

III. TEACHING, LEARNING, AND THE CURRICULUM.

Teachers implement curriculum plans that include methods and strategies for applying technology to maximize student learning.

Teachers:

- A. facilitate technology-enhanced experiences that address content standards and student technology standards.
- B. use technology to support learner-centered strategies that address the diverse needs of students.
- C. apply technology to develop students' higher order skills and creativity.
- D. manage student learning activities in a technology-enhanced environment.

IV. ASSESSMENT AND EVALUATION.

Teachers apply technology to facilitate a variety of effective assessment and evaluation strategies.

Teachers:

- A. apply technology in assessing student learning of subject matter using a variety of assessment techniques.
- B. use technology resources to collect and analyze data, interpret results, and communicate findings to improve instructional practice and maximize student learning.
- C. apply multiple methods of evaluation to determine students' appropriate use of technology resources for learning, communication, and productivity.

V. PRODUCTIVITY AND PROFESSIONAL PRACTICE.

Teachers use technology to enhance their productivity and professional practice.

Teachers:

- A. use technology resources to engage in ongoing professional development and lifelong learning.
- B. continually evaluate and reflect on professional practice to make informed decisions regarding the use of technology in support of student learning.
- C. apply technology to increase productivity.
- D. use technology to communicate and collaborate with peers, parents, and the larger community in order to nurture student learning.

VI. SOCIAL, ETHICAL, LEGAL, AND HUMAN ISSUES.

Teachers understand the social, ethical, legal, and human issues surrounding the use of technology in

PK-12 schools and apply those principles in practice.

Teachers:

- A. model and teach legal and ethical practice related to technology use.
- B. apply technology resources to enable and empower learners with diverse backgrounds, characteristics, and abilities.
- C. identify and use technology resources that affirm diversity
- D. promote safe and healthy use of technology resources.
- E. facilitate equitable access to technology resources for all students.

Technology Standards for School Administrators TSSA Draft Framework, Standards, and Performance Indicators (v4.0)

I. Leadership and Vision - Educational leaders inspire a shared vision for comprehensive integration of technology and foster an environment and culture conducive to the realization of that vision.

Educational leaders:

- A. facilitate the shared development by all stakeholders of a vision for technology use and widely communicate that vision.
- B. maintain an inclusive and cohesive process to develop, implement, and monitor a dynamic, long-range, and systemic technology plan to achieve the vision.
- C. foster and nurture a culture of responsible risk-taking and advocate policies promoting continuous innovation with technology.
- D. use data in making leadership decisions.
- E. advocate for research-based effective practices in use of technology.
- F. advocate on the state and national levels for policies, programs, and funding opportunities that support implementation of the district technology plan.

II. Learning and Teaching - Educational leaders ensure that curricular design, instructional strategies, and learning environments integrate appropriate technologies to maximize learning and teaching.

Educational leaders:

- A. identify, use, evaluate, and promote appropriate technologies to enhance and support instruction and standards-based curriculum leading to high levels of student achievement.
- B. facilitate and support collaborative technology-enriched learning environments conducive to innovation for improved learning.
- C. provide for learner-centered environments that use technology to meet the individual and diverse needs of learners.
- D. facilitate the use of technologies to support and enhance instructional methods that develop higher-level thinking, decision-making, and problem-solving skills.

E. provide for and ensure that faculty and staff take advantage of quality professional learning opportunities for improved learning and teaching with technology.

III. Productivity and Professional Practice - Educational leaders apply technology to enhance their professional practice and to increase their own productivity and that of others.

Educational leaders:

A. model the routine, intentional, and effective use of technology.

B. employ technology for communication and collaboration among colleagues, staff, parents, students, and the larger community.

C. create and participate in learning communities that stimulate, nurture, and support faculty and staff in using technology for improved productivity.

D. engage in sustained, job-related professional learning using technology resources.

E. maintain awareness of emerging technologies and their potential uses in education.

F. use technology to advance organizational improvement

IV. Support, Management, and Operations - Educational leaders ensure the integration of technology to support productive systems for learning and administration.

Educational leaders:

A. develop, implement, and monitor policies and guidelines to ensure compatibility of technologies.

B. implement and use integrated technology-based management and operations systems.

C. allocate financial and human resources to ensure complete and sustained implementation of the technology plan.

D. integrate strategic plans, technology plans, and other improvement plans and policies to align efforts and leverage resources.

E. implement procedures to drive continuous improvement of technology systems and to support technology replacement cycles.

V. Assessment and Evaluation - Educational leaders use technology to plan and implement comprehensive systems of effective assessment and evaluation.

Educational leaders:

A. use multiple methods to assess and evaluate appropriate uses of technology resources for learning, communication, and productivity.

B. use technology to collect and analyze data, interpret results, and communicate findings to improve instructional practice and student learning.

C. assess staff knowledge, skills, and performance in using technology and use results to facilitate quality professional development and to inform personnel decisions.

D. use technology to assess, evaluate, and manage administrative and operational systems.

VI. Social, Legal, and Ethical Issues - Educational leaders understand the social, legal, and ethical issues related to technology and model responsible decision-making related to these issues.

Educational leaders:

A. ensure equity of access to technology resources that enable and empower all learners and educators.

B. identify, communicate, model, and enforce social, legal, and ethical practices to promote responsible use of technology.

C. promote and enforce privacy, security, and online safety related to the use of technology.

D. promote and enforce environmentally safe and healthy practices in the use of technology.

E. participate in the development of policies that clearly enforce copyright law and assign ownership of intellectual property developed with district resources.

"This material was originally produced as a project of the Technology Standards for School Administrators Collaborative."

COORDINATING/ SUPPORTING RESOURCES

In order to implement the activities and acquisitions prescribed in this technology plan, the Technology Department requests that the Board of Education continues to fund technology via the technology budgets as presented in this plan.

In addition, River Valley School District will continue to apply for Universal Service Fund grants (e-Rate) each year. The e-Rate program allows River Valley School District to receive discounts on certain technology items based on our Free/Reduced lunch percentages.

The Berrien County Intermediate School District also approves grants to cover portions of the cost of distance learning events as well.

It is our goal to seek out and apply for grants that would help in our continued efforts to become a more technologically advanced school district.

River Valley School District has a variety of resources that ensure successful and effective uses of technology:

1. Video lending library – access to REMC materials
2. Informational school web site at <http://www.rivervalleyschools.org>
3. Berrien County ISD Distance Learning Catalog at <http://www.berrienresa.org/technology/vc>
4. Access to Moodle Learning software at <http://www.berrienresa.org>
5. Berrien County RESA Instructional Technology Team – available to help River Valley School District use technology effectively.
6. Aesop Online – online program utilized by staff when absent to request substitute teachers for the day.
7. Promethean Planet - has online classroom resources and professional development
8. M.O.R.E.--Michigan Online Resources for Educators <http://more.mel.org>
9. Discovery Education

It is the goal of River Valley School District to acquire, or continue to use, these additional resources to ensure that technology is being successfully integrated:

1. Copyright Manuals – one for each building
2. District-wide subscription to United Streaming
3. Career exploration programs such as Career Cruising, myDreamExplorer, MOIS.
4. Michigan LearnPort; SB-CEUs are offered through these courses

Online card catalogs are being utilized in all River Valley School buildings to give students and staff access from not only the library computers but from their own classroom systems.

We will continue to update our school websites with the community in mind. Each site will contain, at a minimum, information on the school handbook, monthly school calendars, Acceptable Use Policy, historical information about the school itself and the surrounding area, points-of-pride, lunch menus.

Staff members will be encouraged to have their own up-to-date web page. These pages can be accessed from the school site.

INFRASTRUCTURE NEEDS / TECHNICAL SPECIFICATION

River Valley School District's buildings are connected via a wide area network (WAN). Chikaming and Three Oaks campuses are connected to the Middle/High School via 1 GB wireless links. Currently Internet access is provided through Comcast (50 Mbps download and 10 Mbps upload bandwidth) and is filtered via a CIPA compliant web filtering system.

With few exceptions, all network electronics within the District are manufactured by HP/3COM. Our telephone system is a ShoreTel system with the main cabinets located in the Middle/High School. Building telephone systems are connected to the Middle/High School via IP trunking.

The district currently has 4 smart cellular phones. We intend to purchase more smart cellular phones as the need arises. The smart phone function maintains communication with parents and staff when computer access is not available and can be used for emergency purposes to maintain a safe environment. For the Internet function, the educational staff could:

- ✓ Locate test results or other local student data during a meeting or parental discussion;
- ✓ Invoke the MDE website for contact information;
- ✓ Access information from the district web site;
- ✓ Identify curricular goals, objectives, and instructional methodologies available on national, state, or local web sites;
- ✓ Access student web-based data.

It is our goal that all student workstations have licensed software available to increase academic achievement throughout the River Valley School District.

A contracted Technology Coordinator provides technical support for the District.

Our elementary buildings have access to the Instructional Technology Facilitator. This position is necessary for all students and teaching staff to assist in the integration of technology into lessons to prepare students for the 21st Century work force.

Currently the district servers provide access to user stored files, network authentication, device imaging, and applications to further student education.

Telephone and other contracted services will be frequently evaluated and bid out on a regular basis to make sure the District is receiving the most up-to-date options and to determine if they meet the needs of the District.

The district will create a desktop replacement plan, on a 4-6 year rolling plan. Replacement will be at the discretion of the Director of Technology.

Increased Access

In order for teachers and students to have increased access to technology, River Valley School District plans to implement a District-wide Intranet whereby common forms and documents can be retrieved. The Intranet will be a place where files and information can be shared and will have separate sections for students and staff. Currently RV Elementary utilizes both a staff Intranet and a student Intranet while the Middle/High School has a staff Intranet. Another means of increasing access will be to utilize Google Docs which is included with the staff and student email accounts.

1:1 Initiative

The district technology teams will evaluate various devices for their use as individual student devices. Currently the market offers several viable technologies from which to choose. As part of this evaluation, the teams will also look at how to best leverage Google Apps for Education which the district is already utilizing for staff and student email and other valuable online resources.

Account Number		River Valley School District Budget 2014-2015 Original		Date: 5/1/2014		
Ref #	Account Title	Audited 2012-2013	4th Quarter Update 2013-2014	Original 2014-2015		
Technology (284)						
11E284 1510 00000 000 0000 0000	11663 Salaries Tech Director	0	31,525	65,592		
11E284 2130 00000 000 0000 0000	12800 Insurance	0	0	0		
11E284 2820 00000 000 0000 0000	12801 Retirement 24.15%	0	7,929	15,841		
11E284 2825 00000 000 0000 0000	11629 Ret - MPSERS UAAL 5.00%		1,438	3,280		
11E284 2830 00000 000 0000 0000	12802 FICA 7.65%	0	2,412	5,018		
11E284 2920 00000 000 0000 0000	12817 Insurance Cash in Lieu of Benefits		3,000	6,000		
11E284 3190 00000 000 0000 0000	11594 Contracted Services	55,550	64,577	38,000		
11E284 3210 00000 000 0000 0000	11590 Travel - Local	0	200	200		
11E284 3220 00000 000 0000 0000	11591 Conference Expenses	831	800	3,000		
11E284 3410 00000 000 0000 0000	11438 Telephone	4,421	4,500	11,000		
11E284 3450 00000 000 0000 0000	11593 Dues and Fees Software Licenses	23,348	33,700	38,000		
11E284 4120 00000 000 0000 0000	11631 Equip Maintenance/Repair	6,186	4,800	5,000		
11E284 5990 00000 000 0000 0000	11592 Supplies Miscellaneous	3,337	37,054	4,000		
11E284 6410 00000 000 0000 0000	12804 Capital Outlay Net Over \$5000	0	563,514	530,409		
11E284 6420 00000 000 0000 0000	12805 Capital Outlay Net Under \$5000	0	0	0		
11E284 6450 00000 000 0000 0000	11662 Capital Outlay Rej Over \$5000	0	0	0		
11E284 6460 00000 000 0000 0000	11664 Capital Outlay Rej Under \$5000	0	0	0		
11E284 7410 00000 000 0000 0000	12803 Dues and Fees Other	0	180	200		
TOTAL TECHNOLOGY		93,673	755,629	725,539		

Future Budget Requirements

Our budget must reflect provisions for:

- >Software
- >Replacement of hardware
- >Staff Development
- >Upgrades
- >New hardware
- >Continued licensing
- >Continued contracted services for Technology Coordinator

Proposed Additional Future Expenditures:

- >Instructional Technology Facilitator in the elementary – extended time
- >LCD Projectors
- >Curricula specific hardware/software

- >Maintain annual Microsoft subscription so current versions of Office, operating systems, and server access licenses (CALs) are properly licensed.
- >Maintain annual anti-virus subscription, currently Symantec

RIVER VALLEY SCHOOL DISTRICT
NETWORK ACCEPTABLE USE
TERMS AND CONDITIONS

GENERAL NETWORK INFORMATION

The District network is a service provided by the River Valley School District. The system administrators are employees of the District and reserve the right to monitor all activity on the District's network and all District hardware. All users must submit a signed River Valley School District Network Acceptable Use Agreement before obtaining a network user account, password, and permission to utilize the District's network and computer systems.

Because of the complex association between many government agencies and networks, the end user of this network must adhere to strict procedures. They are provided here so that staff, student users, and the parents of student users who are under 18 years of age, are aware of their responsibilities. The District's network may modify these rules at any time by publishing the modified rule(s) on the District's website and at each school's main office. Any signature at the end of the River Valley School District Network User Agreement is legally binding and indicates the signer has (have) read the Terms and Conditions carefully and understands their significance.

ONLINE CONTENT, USER ACCESS & RESPONSIBILITIES

Users agree not to submit, publish, or display on the network any information which conveys an offensive, profane, or sexually suggestive message. Users further agree not to harass or disturb by pestering or methods deemed associated with cyber bullying, including, but not limited to, intimidation because of a person's race, color, religion, gender, sexual orientation or ethnicity.

Users agree not to use the facilities of the District's network to conduct any business or business activity. Neither shall they solicit the performance of any activity which is prohibited by law. Users agree not to publish on this network any information which contains any advertising or any solicitation of other users to use goods or services without the explicit approval of the District.

Because the network provides access to other systems around the world, users (and the parent(s) of a user if the user is less than 18 years of age) specifically understand that the system administrators and the District do not have control of the content of information existing on these other systems. Users, who are under 18 years of age and their parents/guardians, are advised that some of these systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material. The District does not control such material. Nor does it condone use of these materials on the District's network.

Parents of minors having accounts on the network should be aware of the existence of such materials and monitor home usage of any District owned computing devices. Users accessing such materials over the District's network, or while using District owned computing devices are subject to discipline action(s) found within the schools "Student Handbook" and/or within the District's Board Policies or both. Such activities may also result in suspension or termination of the user's account or access to the District's network and devices, as well as suspension or expulsion from school.

ONLINE CONDUCT

Any action by a user that constitutes an inappropriate use of the District's network or equipment, or which may restrict or inhibit other users from using the District's network or District devices, is prohibited. Transmission of material, information or software in violation of any local, state or federal law is prohibited.

In consideration for the privilege of using the District's network or its' devices, and in consideration for access to the information contained in it, users release the District and its operators and sponsors, the District and its staff, and all organizations, groups and institutions with which the District is affiliated, from any and all liability or claims of any nature arising from the use, or inability to use, the District's network.

The District's network and District owned devices shall be used for educational purposes only.

CHILDREN'S INTERNET PROTECTION ACT POLICY (C.I.P.A.)

The District intends that all Internet safety policies and technology protection measures comply with the provisions of the Children's Internet Protection Act (CIPA), 47 USC 254(h), as amended. Accordingly, the District shall take all actions necessary and appropriate to implement and enforce the following policies with respect to student access to and use of the Internet through the District's computer network and off campuses with District owned computing devices, and in accordance with the District's Student Handbooks and District School Board Policies.

General Warning and Individual Responsibility of Parents and Users

All student users and student parents/guardians are advised that access to any electronic network, including the Internet and World Wide Web, may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of any computer network and the Internet, and must not access these sites. Parents of minors are the first and best source of guidance as to what materials to avoid. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to a teacher or administrator. Staff should report these findings to the appropriate building administrator or department head.

Personal Safety

In using the computer network and Internet, including electronic mail (email), blogs, chatting, texting or any other forms of direct electronic communication, students are strongly advised not to reveal personal information, such as a home address or telephone or mobile phone numbers. Students are not to use their last name or provide any other information which might allow a person to locate them, unless they first obtain the permission of a parent or supervising teacher. Students are not to arrange a face-to-face meeting with a person the student has only met through the computer network or Internet without the student's parent's permission (unless the student is 18 years or older). Regardless of age, a student should never agree to meet such a person in a secluded place or in a private setting.

Confidentiality of Student Information

No user, staff or student, shall disclose personally identifiable information concerning students on the Internet without the permission of a parent or guardian, or if the student is 18 or over, the permission of the student. Student users should never disclose private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. The District may release student information as defined by Board Policy 8330, and as permitted by River Valley School District Publication Release Form attached.

Active Monitoring and Internet Safety Measures

The District utilizes filtering software and/or other technologies to prevent students from accessing materials that are (1) obscene, (2) constitute child pornography or (3) are otherwise deemed harmful to minors. The District shall also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such material or any other material, which is inappropriate for minors. Internet-filtering software or other technology-based protection systems may be disabled with the permission of an administrator, as deemed necessary and appropriate, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

For purposes of this policy, the term "harmful to minors" shall be defined in the same manner as in the Communications Act of 1934, as amended (47 USC 254) {h} {7} {G}, which means:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- 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 lewd exhibition of the genitals;
- Taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

For purposes of enforcing this policy and as for other purposes in the District's operation of its network, the District reserves the right to monitor, inspect, copy, review and store without prior notice any activity of the computer network, Internet access, District owned devices, and any information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District, and no user shall have any expectation of privacy regarding such materials pursuant Board Policies 7540.01, 7540.03, and 7540.04.

ELECTRONIC MAIL

Electronic mail (e-mail) is an electronic message sent by, or to a user, in correspondence with another person having Internet mail access. Messages received through the District's e-mail service are normally retained for 30 days or until deleted by the recipient. A canceled District network account will not retain its e-mail. Users are expected to remove old messages in a timely fashion. E-mail privacy is not guaranteed. Personally identifiable information about students is not to be sent via email.

- The District Technology Director will determine procedures for retention and removal of all e-mail within the District e-mail service.
- The District Technology Director will cooperate fully with District administrators to facilitate internal investigations regarding suspected violations of the network agreement or law.
- The District reserves the right to cooperate fully with local, state or federal officials in any investigation concerning or related to any e-mail transmitted on the District's network or through the District's e-mail service.

COPYRIGHTED MATERIAL

Each user shall follow all copyright laws regarding the use, duplication, application, distribution and/or repurposing of intellectual property (e.g. software, text, video, visual images, audio/music). Each user shall make certain no copyrighted material is used without explicit permission of the copyright holder (e.g., author, programmer, producer, developer, and publisher).

DISK USAGE

System administrators reserve the right to set quotas for disk usage within the District's network system or District supplied cloud based storage system. A user who exceeds the quota is required to delete files to return to compliance.

SECURITY

Security on any computer system is high priority, especially when the system involves many users. If a user can identify a security problem on the District's network, the user must notify a system administrator. The user should not demonstrate the problem to others. Passwords should not be shared with any other users or family members. Attempts should not be made to log in to the system using another member's account. Users should immediately notify a system administrator if their passwords are lost, stolen, or if there is reason to believe that someone has obtained unauthorized access to their accounts. Any user identified as a security risk, or having a history of problems with other computer systems, may be denied access to the District's network and District devices.

VANDALISM

Vandalism is strictly prohibited, and is defined as any malicious attempt to harm or destroy, physically or electronically, the data or computer system of another user, whether on the District's network or any other network while utilizing a District device. Vandalism includes the uploading or creation of computer viruses. It also includes illegal or unauthorized entry to another's files, computers or computer system, or an attempt to gain such access (e.g., hacking). Abuse of Technology constitutes a violation of this agreement and may be subject disciplinary action.

TERMINATION OF ACCOUNT

The District reserves the right, in its sole discretion, to suspend or terminate the user's access to and use of the District's network and devices upon any suspected breach of these Terms and Conditions. Before a suspension or termination or as soon as practicable, the user will be informed of the suspected breach and be given an opportunity to present an explanation.

TECHNOLOGY USE PROCEDURES

OPPORTUNITIES TO IMPROVE 21ST CENTURY SKILLS

Online communication is a critical piece to our students' learning. Tools such as, Google Apps for Education, blogs, podcasting, and online forums offer every user the opportunity to utilize technology resources designed to improve educational growth and development in authentic, real world ways to increase the user's ability to successfully express themselves academically and artistically. The trust that defines the District educational community requires that technology resources be used for educational purposes consistent with the mission of the District, and that users understand these tools are considered an extension of the school environment. These procedures apply to all technology resources and users.

RESPONSIBILITIES

- **Authorized usage.**
 - Users of District technology understand that the use of technology as an educational resource shall also accept the responsibility for the preservation and care of that technology. Only those users with appropriate and explicit authorization may use any technology.
 - It is the user's responsibility to obtain written permission from an authorized person before removing any technology resource from the school premises. Each student who takes possession of equipment acknowledges that s/he will be the sole operator, whether on or off District premises.

- It is the user's responsibility to incur no charges when accessing electronic resources (e.g., databases, bulletin boards, e-mail, Internet) unless authorized by the supervising teacher or designated individual. Payments for unauthorized charges are the responsibility of the student. Authorized access is to be limited to District accounts and excludes personal accounts.
 - **School/departmental policies and procedures.**
 - It is the user's responsibility to follow policies and procedures established by each school/department/classroom instructor for the use of any technology. It is the user's responsibility to follow the directions of the teacher or designated individual in the use/access of all technology.
 - It is the user's responsibility to keep food, drink and other harmful objects away from technological systems as directed by District staff.
 - It is the user's responsibility to monitor content and volume of printed documents as well as any data files they create on District storage spaces. If multiple copies of a document are needed, a copy machine should be used instead of a printer with the permission a staff member.
 - Users are expected to be prepared for the following day, by have their issued devices fully charged.
 - **Use of copyrighted intellectual property.**
 - It is the user's responsibility to follow all copyright laws regarding the use, duplication, application, distribution and/or repurposing of intellectual property (e.g., software, text, video visual images, audio/music). It is the user's responsibility to make certain no copyrighted, material is used without explicit permission of the copyright holder (e.g., author, programmer, producer, developer, and publisher).
- 4. Privacy of property of individuals and/or the District.**
- It is the user's responsibility to respect the privacy of others, and to maintain his/her own privacy, regarding electronic resources and passwords.
 - Students shall not access, copy, or modify passwords, files, e-mail, voice mail, or other materials belonging to other users without explicit authorization of the supervising teacher or designated individual. In the case of suspected misuse or threat to an electronic system, system administrators have the responsibility to review passwords, files, e-mail, voice mail or other materials stored on any District system by users.
- **Video usage.**
 - It is the user's responsibility to secure permission from the supervising teacher or designated individual to air a video production. Appropriate visual, textual, and audio content is expected.
 - It is the user's responsibility to obtain the appropriate consent of people, places, and/or events being shown in a video production. Particular attention should be paid to brand names of products or services shown in the presentation.
 - It is the user's responsibility to be aware that certain individuals and events may be precluded from video productions due to religious or cultural objections. The supervising teacher or designated individual will assist the student in making appropriate decisions as referred to below in #6.
 - **Appropriate use.**
 - It is the user's responsibility to keep material inappropriate for school use from being used or created on District technology systems (including electronic resources, and textual, video, and/or audio materials). Users are responsible for reporting inappropriate sites to school staff or administrators.
 - It is the user's responsibility to not use any technology in a manner which conveys an offensive, profane or sexually suggestive message, or to use technology to harass, disturb by pestering or tormenting, including but not limited to intimidation because of a person's race, color, religion, gender, sexual orientation or ethnicity.
 - **Damage, vandalism or destruction of technological systems.**
 - Students using technology shall respect the integrity of technological systems and information. It is the student's responsibility to make sure no technology is destroyed, modified, relocated or abused in any way.
 - Virus protection software is installed on the District's network to protect the information stored there as well as the integrity of the network. The user will not attempt to compromise the virus protection software.
 - It is the user's responsibility to not use or develop files that infiltrate, harm, or damage components of a computer or computing system/network.
 - It is a user's responsibility to report infected files on District computers immediately to the Districts Technology Department.
 - Users of District technology will be expected to care for devices they are issued. Care includes, but not limited to:
 - Device physical security, do not leave device unattended at any time.
 - Store the device in a secure location while not in use.
 - Do not deface/decorate the device or protective enclosures of the device.

- Device(s) should be transported within protective cases at all times.
- **Violations and misuse.**
 - It is the users' responsibility to report any violations or misuse of technology to the supervising teacher or administrative staff.
 - Users will relinquish any District device to school authorities upon request immediately.
- **Network Etiquette**
 - Users shall abide by generally accepted rules of network etiquette. These include, but are not limited to:
 - Be polite. Do not get abusive with messages to others.
 - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - Illegal activities are strictly forbidden.
 - Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. There is no expectation of privacy.
 - Do not use the network in such a way that it would disrupt the use of the network by other users.
 - All communications and information accessible via the network should be respected as private property and should not be accessed without explicit authorization.

DISCIPLINE AND ENFORCEMENT PROVISIONS

In order to ensure adherence to the Terms and Conditions, the District reserves the right to monitor all activity on its network and devices, to inspect any files, including e-mail stored on any District Device. Privacy is not guaranteed.

Violations of the Terms and Conditions will result in disciplinary action according to the policies of the District's Board and Student Handbooks.

Board Policies may be found at: <http://www.neola.com/river-mi/>

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STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The Board's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the Board of Education has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Student's accessing the Internet through the school's computers assumes personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Please complete the following information:

Student User's Full Name (please print): _____

School: _____ Grade: _____

Parent/Guardian's Name: _____

Parent/Guardian

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To the extent that proprietary rights in the design of a web site hosted on the Board's servers would vest in my child upon creation, I agree to assign those rights to the Board.

Please check each that applies:

- _____ • I give permission for my child to use and access the Internet at school and for the Board to issue an Internet/e-mail account to my child.
- _____ • I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- _____ • I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a web cam.
- _____ • I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Student

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: _____ Date: _____

© NEOLA 2003

Parent/Guardian's Signature: _____ Date: _____

EVALUATION PLAN

River Valley School District is committed to evaluating how we are using technology in our District. It is important that we evaluate the extent to which activities are effective in integrating technology into curricula and instruction, the extent that we are increasing the ability of teachers to teach, and the extent to which we are enabling students to reach challenging state and national academic standards.

The District's Technology Team comprised of the District Technology Coordinator, the elementary Instructional Technology Facilitator, an Administrator, and various faculty members will evaluate the plan at the end of each school year. As a result of this evaluation, the team will recommend any necessary changes or updates for the upcoming year.

In order to meet unmet goals, the Technology Team will work with the Administrative Council, Curriculum Council, and Superintendent of Schools to ensure goals are consistently met. The district should consider inclusion of a technology representative on all planning committees such as Administrative Council, Curriculum Council and School Improvement teams.

River Valley School District Job Description

Position: Director of Technology Services

Location: District-wide

Reports to: Superintendent

Qualifications:

- Proven ability to provide leadership and direction for instructional computing and technology applications (including hardware and software training), and overall district technology planning.
- Extensive knowledge of computer hardware, software (including operating systems and applications), network operations, and administration in an educational setting.
- Demonstrates a good work ethic and has high standards for work performance.
- Excellent interpersonal skills and proven ability to lead others in a team environment.
- Exhibits professionalism, exercises tact, and responds well under pressure.
- Displays excellent oral and written communication skills.
- Demonstrates strong organizational skills with the ability to plan, implement, monitor, and evaluate multiple programs/services.
- Proven ability to problem solve, make decisions, and take responsibility for own decisions.
- Ability to effectively manage assigned budget and personnel.
- Proven ability to work independently and complete assignments/tasks in a timely manner.
- Demonstrated experience in grant writing is preferred.
- Associate's Degree or two (2) year of college in a related technology area (i.e. instructional systems, management information systems) preferred.

Responsibilities:

- Advance the innovative use of technology for teaching, learning, communication, and collaboration within the District.
- Provide leadership in the review, revision, and implementation of the District Technology Plan.
- Work collaboratively with the Administration and the District Technology Committee to ensure that technology is selected and utilized in a seamless and collaborative manner among all district staff.
- Supervise the ongoing installation, upgrade, repair, and maintenance support for all aspects of the district's technology systems to ensure a reliable and efficient use of technology by all district employees.
- Manage all components of the district's technology operations including Local Area Network, Wide Area Network, voice communications, and technical infrastructure.
- Manage system users and passwords, maintain and manage overall system security including policies, procedures, and disaster recovery.
- Coordinate the efficient management, service, and operation of district servers and network components including system backup and recovery.
- Collaborate with others in the implementation of technology to enhance and/or facilitate the data collection and reporting process.
- Effectively manage a technology work order system to ensure that issues are addressed and resolved in a timely manner. Respond expeditiously to emergency calls regarding district technology to minimize the downtime of district technology systems.
- Manage a system for the requisition, purchase, receipt, and accurate inventory of all district-wide technology hardware, software, and supplies. Coordinate and assist with the efficient unloading, distribution, and setup of technology-related equipment, materials, and supplies.
- Provide leadership for the management of all technology-related grant applications including the Universal Service Fund, and meet all required timelines for submission.

- Stay current regarding any changes or emerging developments in technology as they relate to an educational setting and share information with Administrators and the District Technology Committee.
- Prepare reports, records, lists and all other documents as requested in a timely manner.
- Implement Board of Education policies and Administrative Guidelines as they relate to technology services.
- Performs other duties/tasks as assigned by the Superintendent.

NEW: 12/06/13

RIVER VALLEY SCHOOL DISTRICT JOB DESCRIPTION

Position: **Instructional Technology Facilitator**
 Non-Union Position
 Part-time: Schedule to be determined by Superintendent

Qualifications:

- High School Diploma
- Basic knowledge of computer hardware, software (OS & applications)
- Ability to assist teachers in curriculum integration
- Organizational skills
- Ability to effectively relate to students
- Ability to maintain effective working relationships with co-workers

Preferred:

- Associates Degree or two (2) years of college in related technology area or equivalent SBCEU's
- Experience in a school setting

Reports to: Building Principal

Performance Responsibilities include but are not limited to:

- Install software upon approval of Technology Director
- Serve as a member of the school technology committee
- Assist in the implementation of the school technology plan
- Assist in determining staff needs regarding technology training
- Participate in professional development provided to staff and/or promoted by the district
- Provide instructional technology training to staff
- Provide input regarding the school curriculum and instructional program as it relates to technology
- Assist teachers in the creative and independent use of instructional technology
- Assist teachers in the planning, use and integration of technology in the instructional program
- Assist teachers in the development of students' skills in the use of technology
- Model the effective use of instructional technology in the classroom and the media center for teachers and students.
- Assist teachers in the use of computers in their classroom and computer lab and interactive boards, as appropriate
- Provide updates to teachers regarding new developments in technology
- Provide updates to staff regarding district goals as they relate to technology
- Assist teachers in the use of technology within the scope of their duties in areas other than instruction
- Other duties as assigned by the Superintendent

Professional Development:

- Completion of a minimum of 3 hours of training per year, and submit documentation



Revised: June 2014

River Valley School District Publication Release Form

Dear Parent or Guardian:

As your student participates in school activities, we may have opportunities to put his/her picture and/or name in district publications, such as, our district website and district/school newsletters to give credit for his/her part in school activities. Opportunities during the school year might include:

- Student names, pictures and/or work used in local newspapers
- Student work/thoughts, voice and first name may be used on the local radio station during the broadcast "It's Elementary".
- Video Conferencing/Distance Learning activities that would match up students in our school with students from another school in the country/world. Their images, first names and work would be viewed by the participating classes via video camera
- Email/regular mail pen pals, collaboration with another school via controlled/supervised Instant Messaging (again using only first names and no personal information)

There is no monetary compensation for using the student's picture, name, or activity in any of these publications.

AS PERTAINING TO SCHOOL NEWSLETTERS, NEWSPAPER ARTICLES, WEBSITE, OTHER DISTRICT PUBLICATIONS, RADIO SHOW, VIDEO CONFERENCING AND CLASSROOM COLLABORATIONS:

PLEASE CHECK ALL THAT APPLY

I give permission for the following to be released for my child:

- Picture/Image (if using video equipment)
- First Name
- Last Name
- Student-created Work

I also give permission for my child to participate in:

- Video Conferences/Distance Learning Activities
- "It's Elementary" radio program
- Pen pals (email and regular mail), Supervised Instant Messaging used for a project with another classroom.

STUDENT'S NAME (Please Print): _____

PARENT/GUARDIAN: (Please Print) _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____