

Brimley Area Schools

District 17140

Eastern Upper Peninsula Intermediate School District

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URL of the District Technology Plan: <https://brimley.eupschools.org/techplan>

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INTRODUCTORY MATERIAL – SECTION 2

DISTRICT MISSION STATEMENT

The community, students and staff of the Brimley Area Schools will work together to create a safe and challenging environment that will promote success in academic skills, team work, critical thinking and personal responsibility that enables all students to attain their educational goals.

Brimley Area Schools offers educational services to support a diverse population and continually evaluates its mission and goals to meet the needs of the communities served.

DISTRICT PROFILE

Brimley Area Schools, a K-12 district, is located in Chippewa County on the shores of Lake Superior in the Eastern Upper Peninsula of Michigan. This is an extremely remote and economically stressed area of the state. The population is approximately 2500 with 554 being students. The District covers over 360 square miles and four different townships. Located within the District boundaries is the Bay Mills Reservation, giving an approximate 55% Native American student population

SCHOOL BUILDINGS

Brimley Area Schools has two buildings, Brimley Elementary School (09119) and Brimley Area Middle/High School (00404) with 42 classrooms. Located at 7134 South M-221, Brimley, MI, the District employs 37 teachers. The student population is: Elementary 290 students, High/Middle School 264 students for a total of 554 students.

VISION AND GOALS – SECTION 3

DISTRICT TECHNOLOGY VISION

Brimley Area Schools' vision for Instructional Technology is to provide an environment for student learning that encourages the appropriate and ethical use of technology. The District will acquire technology that enables student learning and provides all students with the skills and knowledge that allow them to acquire, analyze, organize, and present information, and promote the use of technology to accomplish real world tasks. This vision includes access to teaching professionals, who are themselves well prepared, and to appropriate instructional resources in every learning environment.

DISTRICT TECHNOLOGY GOALS

Brimley Area Schools is committed to preparing productive, self-reliant, and responsible members of our changing global society. Technology connects Brimley Area Schools to the world and allows students and staff access to 21st Century Learning Resources. The District Technology Plan supports the Brimley Area Schools' mission and goals by providing a guide to the following:

- Plan resources (budget, grants, donations, partnerships)
- Coordinate available technology equipment and software
- Evaluate emerging technologies and acquire those appropriate
- Integrate technology into all curricular areas
- Train and support all learners (staff, students) in the application and the evaluation of technology
- Provide additional opportunities for career exploration and preparation
- Utilize technology for effective communication
- Evaluate Brimley Area Schools' progress toward technology plan goals

Goal 1 – Maintain an ongoing program of staff training in integrating technology into the classroom to support and enhance student learning

- Strategy – Continue to provide staff with up-to-date end-user technology, software, and professional development

Goal 2 – Maintain collaboration with the ISD

- Strategy – Brimley Area Schools will continue to collaborate with the ISD to address hardware and software issues, manage the network, and train staff in use of technology

Goal 3 – Provide for a 1-1 computing model to support the development of a personalized learning environment for each student

- Strategy – BRIMLEY AREA SCHOOLS will regularly update technology hardware and purchase additional hardware as needed, thus keeping our students and staff using current technology

Goal 4 – Maintain and upgrade our current internal network to keep pace with current technology standards and allow all devices sufficient bandwidth to access external resources

- Strategy – BRIMLEY AREA SCHOOLS will seek funding to support upgrades across the district to wiring, access points, switches, hubs, and other internal connection hardware

CURRICULUM

CURRICULUM INTEGRATION – SECTION 4

By including technology as an integral component of a well-balanced pre-K-12 program, Brimley Area Schools will provide students with the opportunity to become technologically literate and acquire the skills and information necessary to actively participate in our information-rich world. The district's Technology Plan is intended to be consulted during all ongoing curriculum reviews and it is recommended that a technical representative be involved in all curriculum reviews.

The variety of technologies will enable educators to better address the varied learning styles and multiple abilities of every student. Networking and Internet access will provide students and staff curriculum-specific local and worldwide information on topics relevant to their academic and professional studies. Student-to-student and teacher-to-teacher communication will provide an environment of immediate feedback and collaboration on projects and curriculum issues. Administrators, teachers, parents, and community organizations will be able to share information and collaborate through these networks.

The following goals and strategies will be used to ensure that technology is effectively integrated into the entire curriculum:

Goal 1 - Utilize summative and formative assessment data to measure progress and inform instruction

- Strategy - Regularly assess student academic progress using high quality online tools to monitor and adjust teaching & student learning
- Strategy - Review longitudinal data to identify trends and need for adjustment in the curriculum

Goal 2 - Enhance student achievement by integrating technology

- Strategy - Review school improvement progress on a regular basis to ensure technology alignment
- Strategy - Utilize high quality technology based curriculum delivery tools to enhance and supplement traditional curriculum
- Strategy - Provide differentiated instruction and academic intervention by using exceptional websites and programs
- Strategy - Give teachers a variety of technological resources to engage and motivate students including but not limited to: online video resources, word processing, spreadsheets, desktop publishing tools, interactive simulators, presentation programs, digital lesson resources

- Strategy - Provide direct instruction in the appropriate use of technology related tools and software integrated throughout all curricular areas and across all grade levels
- Strategy - Students will use and transfer technological knowledge and skills for life roles (family member, citizen, worker, consumer, lifelong learner)
- Strategy - Students will use and apply technologies to input, retrieve, organize, manipulate, evaluate, and communicate information
- Strategy - Students will use resources and processes to create, maintain, and improve products, systems, and environments

Goal 3 - Have teachers incorporate Michigan Educational Technology Standards (METS) into the classroom

- Strategy - Emphasize use of the METS in delivering instruction across the curriculum in all classrooms. Each teacher has been given a checklist to teach such standards at the appropriate grade level
- Strategy - Provide students at younger levels opportunities to develop essential keyboarding and word processing skills. Students will use an interactive web based program to learn how to properly use a word processor
- Strategy - Curriculum review teams will regularly review the current curriculum for opportunities to integrate technology standards into daily instructional activities
- Strategy - Staff will attend technology professional development sessions to learn/enhance their knowledge of technology uses in the classroom
- Strategy - Teachers will assign technology-based lessons to all students which will require students to practice technological skills and knowledge in order to complete a project
- Strategy - Staff and students will apply ethical and legal standards in their planning and use of available technology
- Strategy - Staff will adhere to MDE Educational Technology Standards and Benchmarks

STUDENT ACHIEVEMENT – SECTION 5

All students at Brimley Area Schools have daily access to computers in their classroom for skill practice, Internet research, multimedia projects, project collaboration, etc. All students have dedicated space on the network server and Google Drive for individual file storage. All classes have projection capability to view videos obtained through the EUP REMC or other sources. Grade level appropriate software is available in all classrooms not only for the purpose of grade level study, but also for remedial and advanced study to aid in the improvement of MEAP, NWEA and other standardized test scores. In

addition, all staff will be responsible for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

- Strategy - Students will use supplemental instructional tools to compliment classroom instructional strategies
- Strategy - Staff will work with students to develop appropriate digital citizenship skills in order to ensure safety
- Strategy - Students will use presentation programs, word processing software, and online tools to complete assignments and meet curriculum and technology standards
- Strategy - Students will use high quality online tools to analyze individual data and monitor progress towards reaching curricular goals
- Strategy - Students will be provided the opportunity to participate in online learning opportunities

Students follow the following sequence, which is based on the Michigan Educational Technology Standards and Expectations:

K – 3

In these grades, students are introduced to computer applications at school. Many of them have used personal computers or tablets at home for games. They learn basic computer operations, what the various technologies are, and they practice using them to enhance learning or gain new skills. These students use technology tools for online assessment programs, exploration, and skills practice.

4 – 5

In these grades, students begin using keyboarding software and research tools such as electronic encyclopedias and the Internet. These students learn how to save files to the network and how to use software to create presentations and communicate effectively. They are often given lessons which integrate technology into all subjects.

6 – 12

Students continue to utilize technology to present, communicate, problem solve, and research. They are required to already have basic knowledge of computers and often must use word processing to complete reports in specified formats (MLA, APA). Since these students are near the end of their public school careers, staff focuses on real life technological solutions such as college applications, managing email, and career exploration. High school students have the option of taking courses online as well as through Interactive Television.

TECHNOLOGY DELIVERY – SECTION 6

Due to our remote location, BRIMLEY AREA SCHOOLS utilizes several learning management systems to meet the needs of students who require specialized, more rigorous, or remedial courses. Dual enrollments students often opt for online courses, eliminating the need for travel. We also offer online courses through Michigan Virtual High School for students who need more than what we offer to meet Michigan Merit Curriculum requirements and to enhance instruction and increase student achievement.

Additional tools are used to enhance instruction including, but not limited to: Schoolwires, Edmodo, Khan Academy, Discovery Streaming, Odysseyware, NetTrekker, Accelerated Reader, STAR programs, and Google Apps.

PARENTAL COMMUNICATIONS AND COMMUNITY RELATIONS – SECTION 7

Communication and collaboration with parents and the community is paramount in a small school district. Our ITV equipment is available to the community and could be utilized to provide training courses. We also make available our projection equipment for public presentations by community groups and individuals. Other ways we involve the community include the following:

- The school web page is located at <http://brimley.eupschools.org> and provides parents with a variety of information, including the Technology Plan, Acceptable Use Policy, school/community calendar, classroom information, district policy, transparency information, school dashboard, and student projects
- Parent and student access to online student information system where they can view grades, attendance, and lunch transactions
- Parent/Teacher conferences
- Phone calls
- Inclusion of parents/community members on the technology planning committee
- Collaboration and sharing of technology resources with our community library

COLLABORATION – SECTION 8

BRIMLEY AREA SCHOOLS is located approximately 15 miles from the nearest Adult Ed program and provides GED certification through Consolidated Community School Services.

BRIMLEY AREA SCHOOLS allows access to its network and the internet for research and study by community members seeking to improve their literacy.

The district will continue with the following programs:

- Involve active community/business advisory groups in educational planning
- Support community based projects in need of our students' expertise, talents and technology resources as they arise

PROFESSIONAL DEVELOPMENT

PROFESSIONAL DEVELOPMENT – SECTION 9

All staff members currently use laptops on a daily basis to complete attendance, enter grades, communicate with other staff and parents, and to conduct academic research.

While all staff members are encouraged to participate in training sessions, the ultimate goal is for the professional teaching staff to know and understand how to utilize the technologies available in order to seamlessly integrate their use into the curriculum. The District expects the staff to utilize technology to meet district goals, MDE benchmarks, and state and national expectations.

Professional development for administration, faculty, and support staff will be utilizing the National Education Technology Standards (NETS) for Administration and Teachers.

2019 – 2020

- train new staff in existing technologies
- all staff attend at least one ISD sponsored technology professional development opportunity
- continue to train staff in use of district web content management system as a classroom management/resource tool and routinely encourage implementation
- create a weekly electronic bulletin to increase staff communication
- Support staff training for use of Google Classroom or similar online learning platform to create a blended learning environment
- consolidate district scanning and printing resources
- Purchase a class set of computers or similar end user device

2020 - 2021

- train new staff in existing technologies
- all staff attend at least one ISD sponsored technology professional development opportunity
- continue to train staff in use of district web content management system as a classroom management/resource tool and routinely encourage implementation
- Continue to develop the use of Google Classroom or similar online learning platform to create a blended learning environment
- Purchase a class set of computers or similar end user device

2021 - 2022

- train new staff in technologies
- build on technological knowledge of existing staff by encouraging trainer of trainers model
- all staff attend at least one ISD sponsored technology professional development opportunity
- continue use of district website as a classroom management/resource tool
- Continue to develop the use of Google Classroom or similar online learning platform to create a blended learning environment
- Upgrade staff computers

SUPPORTING RESOURCES – SECTION 10

BRIMLEY AREA SCHOOLS believes our success and effective uses of technology rely on district support. Our supporting resources include the following:

- District policies, such as Acceptable Use Policies and Technology Plan linked to web site
- Dedicated Board funding to support ongoing technology maintenance
- Access to Brimley Area Schools Library and their online catalog searching tool
- Official school website updated on a regular basis to inform students, staff and community of events, activities, menus, and notices. District School Improvement Plan will be addressed in the area of technology
- REMC materials and United Streaming or similar streaming video provider for enhanced instruction and lifelong learning
- Email, Internet access, and student database access for staff members
- Software purchases to implement existing curriculum goals
- Inventory of all hardware/software indicating vendor, purchase date, technical notes, repairs, warranty information, licensing, and funding information
- ISD training and tech support
- Regional collaborations

INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT, AND SOFTWARE

INFRASTRUCTURE NEEDS/TECHNICAL SPECIFICATION, AND DESIGN – SECTION 11

Brimley Area Schools has a district-wide Wide Area Network (WAN) that connects the district to the Eastern Upper Peninsula Intermediate School District (EUPISD). The infrastructure of the current system includes Internet and network connections in all classrooms, a classroom set of Apple iPads in grades k-2, a 1:1 student to computer ratio in grades 3 - 12, a dedicated computer lab in each school, and distance learning equipment in a dedicated classroom.

The building data backbone is currently 200mb fiber with the ability to become Gigabit, building data location drops are Category 5, building voice locations are Category 5.

Network new electronics should allow for an interface to existing routers for wide area communications and support SNMP management. Administrators, teachers, and students currently use our network for a wide variety of applications including email, accessing educational videos, managing finance and student data, and maintaining accountability with state and federal agencies.

In order to improve student learning and teach students to be ready for the technology they will face in the workforce, BRIMLEY AREA SCHOOLS will continue to upgrade end-user hardware to maintain the 1:1 computing model in grades 3-12 and work towards 1:1 in lower grades. BRIMLEY AREA SCHOOLS will purchase and/or maintain software or licensing for student assessment, grade reporting, student accountability, financial accountability, web hosting and food service operations.

By collaborating with the ISD we will ensure that all computers have Internet access, network connections, and updated software. A computer support person will be available to troubleshoot and fix nonfunctioning workstations and network issues. BRIMLEY AREA SCHOOLS has also contracted with the EUPISD to provide file server and Interactive television maintenance. BRIMLEY AREA SCHOOLS also contracts out for internet access, web hosting and network maintenance.

Current Equipment:

Brimley Area Schools currently has one Microsoft Active Directory server, which is a staff/student server for use as a file server. We have a CIPA Filter which is configured for Internet filtering (CIPA), firewall, antivirus, and proxy services. The District has standardized on the Active Directory network operating system for servers and the MS Windows platform for workstations. The District also operates and maintains a managed Google Chromebook platform primarily in grades 3-6. Brimley's backbone hardware is a Cisco switch-based network with a gig backbone and a 200 megabits per second fiberoptic trunk connecting the district to the Internet and other schools within the EUP for our ITV classes. The District's High School, Middle School, Elementary School are currently wireless, using Cisco Meraki access points. All classrooms within the building are connected to the network and Internet.

The District currently employs one Technology Director.

Current Status:

- All BRIMLEY AREA SCHOOLS classrooms and library are wired for Internet access
- All BRIMLEY AREA SCHOOLS' classrooms, offices, and library have access to wireless access points so wireless connectivity is available in all areas.
- Every teacher at BRIMLEY AREA SCHOOLS has a laptop computer, Internet access, access to scanners, digital cameras, and all network resources.
- Students have daily access to computers, network resources, scanners, digital cameras, and ITV and MVU courses.
- Student technology literacy is integrated into all classes.

- All technology purchases will be approved by Superintendent and Technology Director to insure interoperability.

Future Acquisitions:

- Additional digital projectors and interactive whiteboards boards
- Replacement of the MS/HS Computer Lab computers
- Upgrade all print/scan/copy devices as needed

INCREASE ACCESS – SECTION 12

Brimley Area Schools currently provides computer and Internet access to all staff and students. They will dedicate funds to maintain this level of access. This will ensure students’ ability to access information on the Internet and will increase the teachers’ abilities to assign mandatory technologically integrated lessons. Additionally the wireless network at BRIMLEY AREA SCHOOLS is maintained as an open system allowing community users to access the internet through our connection.

FUNDING AND BUDGET

BUDGET AND TIMETABLE – SECTION 13

	2019/2020	2020/2021	2021/2022
Salaries	\$50,042	\$50,042	\$50,042
Technical Support	\$10,000	\$10,500	\$11,000
Professional Development	\$1000	\$1200	\$1400
Internet Access	\$39,500	\$39,500	\$39,500
Web Hosting	\$1,650	\$1,700	\$1,750
Network Maintenance	\$8785	\$8800	\$8850
Telecommunications (cellular and POTS)	\$ 14245	\$ 14500	\$ 15000
Software and Licensing	\$10,000	\$10,500	\$11,000
Hardware/Supplies	\$25,000	\$25,000	\$25,000
Total	\$160,222	\$161,742	\$163,542

COORDINATION OF RESOURCES – SECTION 14

- District will establish a line item in the general fund budget that will be available exclusively for technology
- District will allocate funds dedicated to maintenance end user hardware
- District will continue to seek grants to provide technology to area
- Continue in pursuit of Universal Service funds
- Utilize available Title funding for technology

MONITORING AND EVALUATION

EVALUATION – SECTION 15

Monitoring and evaluation are keys to a successful plan. Evaluation will occur as needed, but not less than once a year. Brimley Area Schools will follow the progress toward the technology goals by utilizing a variety of tools. The administration team will include an evaluation of technology used by teachers as part of their walkthroughs to evaluate educational programming. Unmet goals will be addressed as they arise with collaboration and professional learning.

Technology Coordinator will assist in the monitoring, review, and evaluation of the technology plan. The technology committee will continue to meet, improving and revising the plan as necessary. The staff, students, and community members will be surveyed periodically for further input reflecting the effectiveness of the technology plan.

In preparation for an annual Technology Plan review, current technology utilization surveys will be submitted by all staff. Surveys will address two major issues:

- What current software, hardware, etc., is actually being used and felt to be important to staff?
- If technology is not being used, would more professional development increase usage?
 - If so, what type of professional development is needed?

In addition Brimley Area Schools will monitor and evaluate its technology plan using:

- Eastern Upper Peninsula Telecommunications Consortium Internet Statistics Network statistics gathered through monitoring of server utilization
- Internet access log files and tracking

- Equipment inventory records
- District service request database records
- Rubrics evaluating student projects and use of technology
- Professional Development records

Data will also be kept on current computer lab and equipment usage. This data will be used to guide future purchases, grants, and professional development activities.

The technology committee will determine measures of success for each goal based on the available data. These measures will then be used to evaluate and monitor the success of each individual goal.

Evaluation and monitoring is an ongoing process, as is the emergence and testing of new instruments as part of the evaluation process. The technology team, staff, students, and community members will work together to develop comprehensive data to ensure that Brimley Area Schools meets all goals.

Unmet goals evaluated for their continued relevance and will be reevaluated so that resources may be assigned. New goals may be added as needed to keep pace with changes in technology and district, state, and federal standards.

ACCEPTABLE USE POLICY – SECTION 16

Notification to Parents Regarding Accounts for Computer Networks

Dear Parent/Guardian:

Your child will receive an account on the school's computer network. With this educational opportunity comes responsibility to use these networks in a productive and ethical manner. When your child receives an account number and password, it is extremely important that s/he abide by the enclosed agreement which is to be signed by both the child and the parent.

Any inappropriate use of the computer networks will result in the loss of the privilege to use this educational tool and possible disciplinary action as well.

Since you are legally responsible for your son/daughter's actions, you may want to stress the importance of using only his/her own account number and password and the necessity of guarding against their use by others. Under NO circumstances should anyone else be given the information to access your child's account.

BRIMLEY AREA SCHOOLS

2019-2020 NETWORK & INTERNET AGREEMENT FOR STUDENTS

This agreement is entered into between _____ (printed student name)

Year of graduation _____

The Intent of this contract is to ensure that Students will comply with all Network and Internet acceptable use policies approved by the District and comply with the Children's Internet Protection Act [Pub.L.No 106-554].

The Brimley Area Schools has purchased and is currently using CIPA FILTER Web Filtering to comply with the Children's Internet Protection Act. The information from these programs is reviewed and stored regularly.

Hereinafter referred to as Student, and the Brimley Area Schools, hereinafter referred to as District. The purpose of this agreement is to provide Local Area Network, and Internet access, hereinafter referred to as Network, for educational purposes to the Student. As such, this access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

In exchange for the use of the Network resources either at school or home, I understand and agree to the following:

- A. The use of the Network is a privilege, which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to: the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the Student for other disciplinary actions.
- B. The District reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. A Student will not use his/her District-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.
- C. All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisement, political lobbying), in any form, is expressly forbidden.
- D. The District Network resources are intended for the exclusive use by registered users. The Student is responsible for the use of his/her account, password and access privileges. Any problems, which arise from the use of a Student account, are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
- E. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:
 - Intentionally seeking information on, obtaining copies of, or modifying files, other data, and passwords belonging to other users.
 - Misrepresenting other users on the Network.
 - Disrupting the operation of the Network through abuse of the hardware or software.
 - Malicious uses of the Network through hate mail, harassment, profanity, vulgar statements, discriminatory remarks, and cyber-bullying.
 - Interfering with others use of the network.
 - Use for non-curriculum-related communication i.e. instant messaging programs.
 - Illegal installation of copyrighted software.
 - Unauthorized downloading, copying or use of licensed or copyrighted software.
 - Allowing anyone to use the account other than the account holder. (With the exception of your parent or guardian under your direct supervision, in which case you are responsible for everything they do).
- F. The use of district and/or Network resources is the purpose of (in order of priority):
 1. Support of the academic program
 2. Telecommunications
 3. General Information
 4. Recreational

The District does not warrant that the functionality of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted, nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

- G. The student will diligently delete old mail messages on a regular basis from the student e-mail account to avoid excessive use of the electronic mail storage space.

- H. The District will periodically make determinations on whether specific uses of the Network are consistent with the acceptable use practice. The District reserves the right to log Internet access and to monitor incoming and outgoing electronic mail messages.
- I. The Student may transfer files from information services and World Wide Web services. For each file received through a file transfer, the Student agrees to check the file with a virus-detection program before opening the file for use. Should the Student transfer a file, shareware, or software which infects the Network with a virus and causes damage, the Student will be liable for any and all repair costs to make the Network once again fully operational any be by subject to other disciplinary measures as determined by the District.
- J. The Student will be liable to pay the costs or fees incurred with any file, which damages the Network, whether intentional or accidental.
- K. The District has access to all files and data including E-mail that is stored on district resources. The District reserves the right to log computer use and to monitor file server space utilization by users. The District reserves the right to remove files or a user account on the Network or prevent further unauthorized activity.
- L. From time to time, students will create personal and District Web pages which may contain names and/or pictures or the Student on the Internet. Additionally, the District may provide student e-mail accounts.

Please initial each of the following activities, which you **DO NOT** want the student participating in:

_____ **E-mail** _____ **Student homepages** _____ **Pictures** _____ **Name**

In consideration for the privileges of using the District 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. To the extent that proprietary rights in a work product would vest in the student upon creation, I agree to assign those rights to the District.

We agree to abide by such rules and regulations of system usage as may be further added from time-to-time by the District. These rules will be available in hard copy form in the Principal's office.

Parents and guardians are always welcomed to visit our facilities and view our computer facilities and students' accomplishments.

Please sign and return during registration.

Student Signature

Date

Parent Signature

Date