



District Technology Plan

2009 - 2012

TECHNOLOGY PLAN SUMMARY SHEET

District: Redford Union School District #1 (82110)

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Intermediate School District: Wayne County RESA

URL for Technology Plan: www.redfordu.k12.mi.us

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REDFORD UNION SCHOOL DISTRICT #1

District Profile

The Redford Union School District is located in Wayne County, Michigan. It is a northwestern suburb of Detroit made up primarily of single-family homes with little industry. The school district consists of 3 elementary schools, 1 middle school, 1 high school, a center program for severely emotionally impaired students, an oral program for the hearing impaired, an early childhood center and an education center which houses an alternative school program, and tuition based child care. The district has 3566 students, with a minority group of approximately 39.7% of the total student population.

School Buildings

Redford Union High School, 17711 Kinloch, Redford, MI 48240

1177 students, grades 9-12, 66 teachers, 45.2% poverty

Hilbert Middle School, 26440 Puritan, Redford, MI 48240

736 students, grades 6-8, 40 teachers, 52.5% poverty

Bulman Elementary, 15995 Delaware, Redford, MI 48239

439 students, grades 2-5, 29 teachers, 51.9% poverty

Keeler Elementary, 17715 Brady, Redford, MI 48240

121 students, grades K-8, center program for severely emotionally impaired, 24 teachers, 58.3% poverty

MacGowan Elementary, 18255 Kinloch, Redford, MI 48240

380 students, grades K-1, 24 teachers, 44.7% poverty

Stuckey Elementary, 26000 Fargo, Redford, MI 48240

416 students, grades 2-5, 26 teachers, 54.9% poverty

Beck Early Childhood Center, 27100 Bennett, Redford, MI 48240

39 students, ECSE Special Education,(Head Start, and Hearing Impaired Teacher Consultants) 20 teachers

Kaselemis Center ADT, 36651 Ann Arbor Trail, Livonia, MI 48150

158 students, grades 9-12, A center program for severely emotionally impaired
28 teachers, 53 % poverty

Pearson Education Center, 19990 Beech Daly Road, Redford, MI 48240

100 total students, Alternative Education, grades 6-12, 5 teachers,

63.5 % poverty, (Tuition-based childcare)

District Mission Statement

The Redford Union community shall provide and maintain an educational environment where all participants will be provided with the opportunity to learn and develop the necessary skills to realize their full potential and become productive members of society!

District Technology Mission Statement

Redford Union Schools values quality instruction that prepares students to be members of the world community. To this end we will utilize technology where it will improve instruction and expose our students to mainstream technology in the classroom. We believe that technology integration occurs best when teachers, administrators, and students are users of technology. Our district will do all that is can to encourage and support the development of technology users in our district in order to increase achievement, enhance productivity, inspire creativity, and promote learning.

Technology Goals

- To integrate and infuse instructional technology into student learning activities in all curriculum areas so that all students will meet the Michigan Education Technology Standards
- To provide and support equitable distribution of technology resources throughout the district to enable students, staff, and administrators to access, process, manage, communicate, and produce information in meaningful and creative ways
- To develop and support technology staff development programs which enable employees to competently and effectively use and manage technology resources and integrate the use of technology in the daily curriculum.

I. CURRICULUM

1 - Curriculum Integration

Teachers, administration, and students will use technology as an integrated component to enhance student learning in all curricular areas.

1. Technology and Core Curriculum Committees will develop appropriate guidelines and activities that integrate Michigan Educational Technology Standards (METS) and GLEC's with grade-level content during the summer of 2009 and the 2009-2010 year.
2. All 8th grade students will be assessed using the District 8th grade METS assessment developed from the county Blackboard Assessment.

3. The METS Standards, including technology integration and guidelines, will be made available to parents and community via the district website.
4. Teachers will be responsible for ensuring student mastery of required technological skills at each grade level and expanding their integration in each curricular area. Each grade level/core curriculum area will develop detailed plans for this integration during the 2009-2010 school year.
5. Students will utilize Plato to reclaim lost credits or gain credits toward graduation in after school and summer school programs.
6. Utilize Class A software for grades 2-12 to allow teachers to create common assessment items using technology in all Curriculum subjects.
7. Modify the current Technology Curriculum to be in alignment with the METS Standards for grades K-12
8. Administration and staff will work together to strengthen and expand the commitment to integrate technology in the school curriculum meeting the Core Curriculum and METS Standards and GLEC's. Model lessons/projects will be collected and shared.
9. The district curriculum will be expanded over the next 3 years to include: distance learning, digital video production, multimedia projection equipment, graphics design, and multimedia presentation.

2 - Student Achievement

Technology shall enhance student achievement and will be incorporated throughout the district for all disciplines. All district curriculum adoptions include accompanying software. Accompanying software typically consist of lesson plans, lesson presentations, test generation software, and activities for students and teachers. This creates an active, engaged learning atmosphere in the classroom. To support this environment, teachers must receive training to thoroughly learn and understand applications that compliment their curriculum.

The Technology Committee is in the process of a revision of our technology curriculum that will be aligned with the METS Technology Standards and meets requirements for the NCLB 8th grade technology literacy requirements.

All students and staff are active participants in control of performance information available to them by the use of MLPP Tracker and Class A software. Standardized tests, MME, MEAP, and common assessments are good indicators of student achievement. Student achievements shall also be tied to the METS and NETS Standards.

3 - Technology Delivery

Technology must serve the needs of all learners in whatever capacity they use it.

Curriculum will be the driving force for the delivery of technology. The District Technology Committee, will evaluate existing, identify, and recommend curriculum driven technology needs. The District will provide the following during the time of this plan:

| Technology | Description/Methods |
|---------------------------|---|
| Core Courses | All core classrooms and curriculum have available digital presentation equipment and software |
| Special needs/at-risk | Sound fields, specialized software and equipment benefiting students with special needs |
| K-1, Literacy | Kindergarten and first grade early literacy software |
| Plato | Student and staff online coursework |
| Computer Aided Design Lab | Industry-standard instruction for students |
| Web-based seminars | Distance-learning and staff collaborations, online conferences |
| Advanced Multimedia Lab | Web design classes for students, digital publications |
| Career Resource Center | Student access to information about careers and career planning |

4 – Parental Communication & Community Relations

Parental communications is a vital part of the success of our students at Redford Union Schools. The District Technology Plan as well as other District documents are available on the District website. RU shall continue to provide, and enhance web access for parents to obtain information regarding their children through Parent Connect. Attendance, discipline, progress reports, assignments, demographics, scheduling, and food service information shall be provided to parents who have Internet access either from their workplace or at their residence. In addition to providing student information to parents RU shall provide:

1. Up-to date School calendars, events, and a variety of school information on the RU website.
2. Regular reports shall be made to the Board of Education and Administrative Council on current trends and district needs.
3. A program shall be developed that will raise the community's awareness of the district's plan and implementation and made available on the district website.
4. Partnerships will be sought with Redford Township and the business community to improve technology instruction and use.

5. A regular communication device will be added to all building levels to keep staff aware and updated.
6. A developed plan to make technology within the school available to citizens in the community. Allow the district community to purchase some older district technology equipment.
7. A program for High School, GED, and Adult Education students and community members will use technology to explore career paths and evaluate job markets for technology related fields.
8. Staff and students will become lifelong learners, utilizing the computer and Internet for personal growth and exploration.
9. Parents access to all district personnel email addresses via the district website.

5 – Collaboration

Due to the long history of significant collaboration in the community Redford Union Schools formal collaboration efforts with the other agencies is extensive. District technology is utilized in a variety of formats. Local district professional development opportunities are also available to local parochial schools. Technology workshops for parents and community members are offered through the schools. Both Redford Union Schools and Wayne RESA Intermediate School District personnel as well as presenters from around the country facilitate workshops that are offered at various times after school and during the summer. Most on-site professional development activities are conducted using equipment that teachers will find in their classrooms and/or buildings. In the future, the district will work with the community to offer career exploration and adult learning opportunities, the district collaborates with Wayne RESA, Madonna University, Schoolcraft College and Central Michigan University.

II. Professional Development

1 – Staff Development

All staff are dedicated to the utilization of technology for continued professional development.

1. Staff technology competency should include teacher standards of METS and NETS.
2. Utilize staff survey data to assist in the determination of needed Professional Development. (Internet searches, PowerPoint, Excel, etc.) Completed spring 2008.
3. Building administrators will identify and use mentors for staff professional development in utilizing technology during the 2009-2010 year and ongoing as needed.

4. The district will be responsible for acquiring external trainers for special technology programs, utilizing Wayne RESA trainers.
5. Building administrators will have money budgeted annually for individual staff to pursue technology training outside the district.
6. The district will support Professional Development focused on the integration of technology in all curriculum areas to meet the METS standards and using common assessment software such as Class A beginning in the spring of 2009 and ongoing.
7. The district will provide a HELP link to support the office suite on the district website.
8. Staff will have access to out of district technology focused visitations, workshops, and conferences.
9. Staff will be informed as to in-service events and workshops where technology is used in their area of teaching and learning.
10. The Tech Team will promote communication through professional collaboration.

2 – Supporting Resources

Appropriate facilities must be provided for technology and technology support.

Redford Union Schools provides links on the district website to a variety of supporting resources. The RU Board of Education policy is available as a district resource. Additional board approved policies, including Acceptable Use Policies (AUP) for students, staff, families, and web authoring can be found in the appendix.

Staff and students are encouraged to use links to educational resources via the RU intranet page. These links are updated on a regular basis, and are organized by curriculum to simplify the ease of use. Other links available include subscription based services, (United Streaming video services, encyclopedias, software reference, and career oriented services).

The centralized student database provides web based access for teachers to maintain student attendance and grading that many parents rely on to obtain accurate, up-to-date information via the web. RU will continue to enhance this service by providing training in the use of teacher websites to provide online resources for students enrolled in their classes.

1. Technology Liaisons will be identified in each building to be members of the District Technology Committee. These Liaisons will have 3 responsibilities:
 - To meet annually to assess the need for replacing and upgrading current technology;
 - To assist staff in technology integration.

- To assist district tech staff in trouble shooting hardware and software problems.
2. The Technology Committee will make recommendations on technology purchases, which the Superintendent and Assistant Superintendent of Business Services must approve.
 3. A list of standardized equipment will be documented district wide by the Technology Department. The district will service and support all standardized equipment.
 4. The Central Office Technology department is responsible for maintaining a complete record of technology related equipment. Buildings will submit inventory control forms annually to the district.
 5. Building software will be selected by teaching staff to support instructional needs.
 6. District Tech support will be responsible for all repair and maintenance. Technology liaisons will forward technology trouble tickets to district Tech support to gain assistance.
 7. If repairing or upgrading is beyond the expertise of Tech support, services will be contracted.

III. Infrastructure/Tech Support/Hardware/Software Current

1 - Telecommunications

The telephone system is a IP ready PBX with 2 primary rate ISDN lines (PRI) with AT&T as the telephone carrier. The PBX is located at the administration building and connects to the remaining ten buildings with a 1.5 Mbps T1 circuit. Each MDF and classroom is equipped with one phone and every office is equipped with the appropriate number of multi-line display phones.

2 - Technology Support

Goal: To maintain and upgrade district technology resources and provide technical assistance to facilitate technology integration by all staff.

Strategies:

1. Technology Liaisons will be identified in each building to be members of the District Technology Committee. These Liaisons will have 3 responsibilities:
 - To meet annually to assess the need for replacing and upgrading current technology;
 - To assist staff in technology integration.

- To assist district tech staff in trouble shooting hardware and software problems.
2. The Technology Committee will make recommendations on technology purchases, which the Superintendent, Curriculum Director and the Director of Business and Finance must approve.
 3. A list of standardized equipment will be documented district wide by the Technology Department. The district will service and support all standardized equipment.
 4. The Central Office Technology Department is responsible for maintaining a complete record of technology related equipment. Buildings will submit Inventory Control Forms annually to the District.
 5. Building software will be selected by professional staff to support instructional needs.
 6. District Tech Support will be responsible for all repair and maintenance. Technology Liaisons will forward technology trouble tickets to District Tech Support Department using the School Dude online work order system.
 7. If repairing or upgrading is beyond the expertise of Tech Support, services will be contracted.

All user, security and workstation policies along with printing services are managed and enforced via the network using Windows Group Policy Management.

3 - Wide Area Network

The district WAN consists of 11 LANs. Redford Union School District has a 40 Mbps OPT-E-MAN circuit. Redford Union High School is the central LAN and connects to Wayne County RESA ISD via a 30 Mbps OPT-E-MAN circuit. The remaining 10 Mbps OPT-E-MAN circuit connects the Administration Building to Redford Union High School. Eight buildings are connected to Redford Union High School using a 1.5 Mbps T1 circuit with the remaining building connecting via a wireless bridge. The eleven buildings are:

Adolescent Day Treatment – Kaselemis Center
 Beck Education Center
 Bulman Elementary School
 Elementary Day Treatment – Keeler Center
 Hilbert Middle School
 John C. Raeside Administration Building
 MacGowan Elementary School
 Pearson Education Center
 Redford Union High School
 Stuckey Elementary School
 Transportation/Service Center

4 - Local Area Networks

All buildings have a central MDF housing the head-end equipment with additional IDFs located where needed determined by distance limitations between the MDF. All buildings have a fiber backbone with the exception of the Transportation/Service Center. All buildings are wired with Category 5 cable capable of handling 10/100 Mbps Ethernet and all network drops are properly identified at both the MDF/IDF and drop location. Each building MDF/IDF has at least one managed Cisco switch that controls traffic to the Office, Classroom and Computer Lab end nodes. All Cisco switches are 100 Mbps. Several classroom workgroups are connected to the MDF/IDF Cisco switches using Linksys 10/100 Mbps non-managed switches.

5 - Hardware

Redford Union Technology Services Department manages:

15 HP/Compaq - Windows 2003 Standard Servers

850 desktops capable of running:

Windows 2000 = 612, Windows XP = 190, Windows Vista = 48

34 Laptop computers capable of running: Windows XP = 20, Windows Vista = 14

11 Exabyte VXA-2 Packetloader Backup Tape Library

To keep parents informed of student attendance and school activities, the District has installed a phone notification system (PhoneMaster) at Redford Union High School and Hilbert Middle School.

6 - Software

Accelerated Reader

Adobe Reader

Automated Accounting 7.0

Career Cruising

Carnegie Learning – Online

Connect EDU

Cyborg

Discover Principalm

Discovery Education – United Streaming

FrontPage

Grade Quick

Hyper Studio

Jump Start Typing

Kaspersky Anti-Virus

Kurzweil

Message Solution E-Mail Archive

Micro Type Pro

Microsoft

MLPP Assistant - Online

PLATO - Online

Rubliher

Rosetta Stone

Schooldude

SMART

STAR Reading

Symantec Backup Exec

Symantec Ghost

Time Entry

Vision

VNC

WISE

Zangle Front Office

Office

Professional

7 - Internet Access

The eleven LANs receive Internet connectivity from Merit (ISP), which passes through Wayne County RESA ISD via a 30 Mbps OPT-E-MAN circuit. The entire WAN competes for bandwidth with each buildings circuit capacity determining that buildings Internet speed.

The eleven buildings connections are:

Adolescent Day Treatment – Kaselemis Center - 1.5 Mbps T1 circuit
 Beck Education Center - 1.5 Mbps T1 circuit
 Bulman Elementary School - 1.5 Mbps T1 circuit
 Elementary Day Treatment – Keeler Center - 1.5 Mbps T1 circuit
 Hilbert Middle School - 1.5 Mbps T1 circuit
 John C. Raeside Administration Building - 10 Mbps OPT-E-MAN circuit.
 MacGowan Elementary School (wireless) 54 Mbps
 Pearson Education Center - 1.5 Mbps T1 circuit
 Redford Union High School - 30 Mbps OPT-E-MAN circuit
 Stuckey Elementary School - 1.5 Mbps T1 circuit
 Transportation/Service Center - 1.5 Mbps T1 circuit

8 - Strategies for Continuous Upgrading

Priorities have been established for the duration of this plan. With the financial status of the district we are going to attempt to upgrade and improve our technology within our district with as creative funding ideas as possible. With the high demand of online software application usage (Payroll, Finance, Zangle, Plato) it is vital that the District increase Internet connectivity to allow the daily functionality of staff and students.

Priorities for FY 09-10

- Upgrade all building T1 circuits to a minimum of 10 Mbps OPT-E-MAN circuits.
- Upgrade all Office staff computers to Windows Vista capable computers.
- Upgrade Office printers to Vista compatible printers if necessary.
- Connect Bulman Elementary to Hilbert Middle School using a Cisco 54Mbps Wireless Bridge. The Cisco Wireless Bridge that is being installed was removed from a previously closed building.

Priorities for FY 10-11

- Upgrade remaining High School computers to Windows Vista capable computers.
- Upgrade Elementary computers with the Windows XP capable computers removed from the High School.
- Install a SmartBoard and multi-media projector in the High School and Middle School computer labs.

Priorities for FY 11-12

- Upgrade Hilbert Middle School computers to Windows Vista capable computers.
- Upgrade Elementary computers with the Windows XP capable computers removed from the Hilbert Middle School.
- Implement Wireless LANs in RUHS and Hilbert

IV. FUNDING AND BUDGET

To provide for an annual budget which is allocated to technology repair and maintenance from the General Fund of the district.

TECHNOLOGY BUDGET

| Category: | FY 09-10 | FY 10-11 | FY 11-12 |
|--------------------------------------|------------------|------------------|------------------|
| PERSONNEL (Includes Benefits) | | | |
| Technology Director | \$83,000 | \$87,000 | \$90,000 |
| Tech Support Personnel (1) | \$58,000 | \$63,000 | \$66,000 |
| PROFESSIONAL DEVELOPMENT | | | |
| | \$5,000 | \$5,000 | \$5,000 |
| HARDWARE | | | |
| Replacements | \$30,000 | \$40,000 | \$50,000 |
| SOFTWARE | | | |
| | \$7,500 | \$9,000 | \$11,500 |
| MAINTENANCE | | | |
| Contract Services | \$103,000 | \$110,000 | \$118,000 |
| Repairs | \$5,000 | \$5,000 | \$5,000 |
| TOTAL | \$291,500 | \$319,000 | \$345,500 |

1 - Coordination of Resources

It shall be the policy of the Board of Education that technology be supported from a variety of resources including but not limited to: General Funds, Technology Grants, USF Funds, Special Education Funds, Parent Organizations and Business Partnerships.

V. MONITORING AND EVALUATION

1 - Acceptable Use Policies

The district maintains acceptable use policies for students K-12, staff and special circumstances. (See the appendix for copies of the current policies.)

2 - Internet Content Filtering

Redford Union has installed a R3000 Internet filter by 8e6 Technologies for Internet content filtering. The system uses a database of known inappropriate sites, as well as category and keyword filtering. Network Administrators also have the ability to block and unblock sites as needed. The system fully meets the requirements of the Children's Internet Protection Act. (CIPA) All computers that access the Internet via the WAN are automatically filtered.

3 – Evaluation

The district Technology Committee will monitor and evaluate the curriculum and infrastructure elements as part of a yearly annual process report to the Superintendent of Schools. The Technology Committee will have a plan for progress on every meeting agenda. The progress measures will be reviewed with the intent to revise or set new action plans for the coming year to meet the ongoing needs of the students, staff and community in technology. Unmet goals will be strategized with Technology Committee members, Administration and volunteer staff.

Redford Union School District #1
Infrastructure, Hardware, Technical Support, and Software
Timetable

| Planned Activity | Most Recent Completion | Planned Completion | Current Status |
|--|-------------------------------|---------------------------|-----------------------|
| Infrastructure Installed/Upgraded | | | |
| Wide Area Network | Spring 2009 | Summer 2012 | In Planning |
| MacGowan Elementary LAN upgrade | Winter 2005 | Summer 2005 | Up To Date |
| Bulman Elementary LAN upgrade | Summer 2004 | Summer 2009 | In Planning |
| Stuckey Elementary LAN upgrade | Summer 2004 | Summer 2005 | Up To Date |
| Hilbert Middle School LAN upgrade | Spring 2009 | Summer 2012 | In Planning |
| RUHS LAN upgrade | Summer 2004 | Summer 2012 | In Planning |
| Central Office LAN upgrade | Summer 2004 | Summer 2012 | In Planning |
| Transportation LAN upgrade | Summer 2000 | Summer 2009 | In Planning |
| Student Labs Installed/Upgraded | | | |
| Bulman Elementary Lab | 1998/2008 | Summer 2012 | In Planning |
| Stuckey Elementary Lab | 1998/2008 | Summer 2012 | In Planning |
| Hilbert Middle School Media Lab | 2002/2007 | Summer 2009 | In Planning |
| Hilbert Middle School Computer Lab | 2004/2007 | Summer 2009 | In Planning |
| RUHS Media Lab | Summer 2007 | Summer 2009 | In Planning |
| RUHS Business Lab | Summer 2005 | Summer 2009 | In Planning |
| RUHS General Labs | 2004/2007 | Summer 2009 | In Planning |
| RUHS Career Tech Lab | 2005/2007 | Summer 2011 | In Planning |
| RUHS CAD Lab | Winter 2004 | Summer 2012 | In Planning |
| RUHS Science Labs | Summer 2004 | Summer 2012 | In Planning |
| Pearson Alternative Education Labs | 2002/2008 | Summer 2012 | In Planning |

| Clerical/Administration Computers | | | |
|--------------------------------------|-------------|-------------|-------------|
| Central Office | Winter 2004 | Summer 2009 | In Planning |
| MacGowan Elementary | 2000/2007 | Summer 2009 | In Planning |
| Bulman Elementary | 2000/2007 | Summer 2009 | In Planning |
| Stuckey Elementary | 2000/2007 | Summer 2009 | In Planning |
| Hilbert Middle School | 2000/2007 | Summer 2009 | In Planning |
| Redford Union High School | 2000/2007 | Summer 2009 | In Planning |
| Pearson Alternative Education Center | 2000/2007 | Summer 2009 | In Planning |
| Transportation | 2000/2007 | Summer 2009 | In Planning |
| Food Service | 2000/2007 | Summer 2009 | In Planning |

| Digital Projection Equipment in Classrooms | | | |
|--|--------------------|-------------|-------------|
| MacGowan Elementary | Cart - Winter 2004 | Summer 2012 | In Planning |
| Bulman Elementary | Cart - Winter 2004 | Summer 2012 | In Planning |
| Stuckey Elementary | Cart - Winter 2004 | Summer 2012 | In Planning |
| Hilbert Middle School | Winter 2008 | Summer 2012 | In Planning |
| Redford Union High School | Spring 2009 | Summer 2012 | In Planning |
| Pearson Alternative Education Center | Cart - Winter 2004 | Summer 2012 | In Planning |

| Servers | | | |
|---|---------------------|-------------|-------------|
| Central/Elementary/Middle & High School | Summer 2004 | Summer 2012 | In Planning |
| EMail/Anti-Virus/Email Archive/Voicemail | 2005/2007/2008/2009 | Summer 2012 | In Planning |
| District Finance/Student DB Server | WCRESA | WCRESA | Ongoing |
| District Firewall/Content Filter/Email Filter | WCRESA | WCRESA | Ongoing |

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District Test of METS Standards 07-08 – Appendix A

The METS test is provided by Wayne RESA and is administered to 8th grade students. The test consists of 50 questions.

Redford Union Assessment Statistics: 8th Grade Mets Test (June 2008)

The statistics are calculated based only on the attempts being used in the grading option (Last attempt, First attempt, Lowest Score, Highest Score, or Average of Scores). If Average of Scores is the grading option, then all attempts are included in the statistics.

Name 8th Grade Mets Test (June 2008)

Average Score 342.61

Attempts 337 (Total of 338 attempts for this assessment)

Graded Attempts 337

Attempts Needing Grading 0

Instructions

Question 1 text Question 1 Multiple Choice Average Score 5.61 points

The keyboard and mouse are examples of which of the following?

Question 1 answers

| Correct | Answers | Percent Answered |
|---------|--------------------|------------------|
| | *Input devices | 56.083% |
| | Output devices | 17.804% |
| | Processing devices | 24.629% |
| | Storage devices | 1.484% |
| | Unanswered | 0% |

Question 2 text Question 2 Multiple Choice Average Score 6.17 points

Which of the following messages suggests that a computer system's software needs to be upgraded?

Question 2 answers

| Correct | Answers | Percent Answered |
|---------|---|------------------|
| | Your session has been ended | 7.122% |
| | Are you sure you want to quit? | 3.561% |
| | *A newer version of the software is available | 61.721% |
| | Insufficient memory to open this application | 27.596% |
| | Unanswered | 0% |

Question 3 text Question 3 Multiple Choice Average Score 3.5 points

Using any search engine, which of the following would narrow your search outcome?

Question 3 answers

| Correct | Answers | Percent Answered |
|---------|--|------------------|
| | Type the search question to be answered | 36.202% |
| | *Group key words within quotation marks. | 35.015% |
| | Eliminate key words from your search. | 13.65% |
| | Type the URL as your search question | 14.837% |
| | Unanswered | 0.297% |

Question 4 text Question 4 True/False Average Score 7.74 points

Cost is a major reason schools and businesses do not upgrade to newer software.

Question 4 answers

| Correct | Answers | Percent Answered |
|------------|---------|------------------|
| *True | 77.448% | |
| False | 22.255% | |
| Unanswered | 0.297% | |

Question 5 text Question 5 Multiple Choice Average Score 5.13 points

The most subscriptions were sold for which magazine?

mc008-1.jpg

Question 5 answers

| Correct | Answers | Percent Answered |
|---------------------|---------|------------------|
| Time | 40.653% | |
| *Sports Illustrated | 51.335% | |
| TV Guide | 2.671% | |
| Newsweek | 5.045% | |
| Unanswered | 0.297% | |

Question 6 text Question 6 Multiple Choice Average Score 6.14 points

Which of the following software applications should be updated on a regular basis?

Question 6 answers

| Correct | Answers | Percent Answered |
|-----------------|---------|------------------|
| *Anti-virus | 61.424% | |
| Media player | 5.341% | |
| Word processing | 8.605% | |
| Firewall | 22.849% | |
| Unanswered | 1.78% | |

Question 7 text Question 7 Multiple Choice Average Score 8.19 points

If you want to lose weight, which of the following products would you select with the fewest calories?

mc003-1.jpg

Question 7 answers

| Correct | Answers | Percent Answered |
|------------------------|---------|------------------|
| Banana Nut Crunch | 5.935% | |
| *Kellogg's Corn Flakes | 81.899% | |
| Total Corn Flakes | 9.199% | |
| Almond Delight | 2.967% | |
| Unanswered | 0% | |

Question 8 text Question 8 Multiple Choice Average Score 8.43 points

For correct keyboarding, what is the recommended placement of fingers on the home row keys?

Question 8 answers

| Correct | Answers | Percent Answered |
|---------|---|------------------|
| | Fingers of left hand on Q-W-E-R; fingers on right hand on U-I-O-P | 6.528% |

| | |
|--|---------|
| Fingers of left hand on A-S-E-F; fingers on right hand on J-K-O-P | 6.528% |
| *Fingers of left hand on A-S-D-F; fingers on right hand on J-K-L-; | 84.273% |
| Fingers of left hand on A-S-D-F; fingers on right hand on J-I-O-P | 2.077% |
| Unanswered | 0.593% |

Question 9 text Question 9 Multiple Choice Average Score 6.65 points

Inserting a picture from the Internet into a Power Point slideshow without properly citing the source is an example of:

Question 9 answers

| Correct | Answers | Percent Answered |
|---------|----------------------|------------------|
| | Spam | 5.045% |
| | Viruses | 7.715% |
| | File-sharing | 20.772% |
| | *Copyright Violation | 66.469% |
| | Unanswered | 0% |

Question 10 text Question 10 Multiple Choice Average Score 3.95 points

Which of the following best describes the location in a spreadsheet where text and data are entered?

Question 10 answers

| Correct | Answers | Percent Answered |
|---------|------------|------------------|
| | field | 25.519% |
| | formula | 26.113% |
| | value | 8.012% |
| | *cell | 39.466% |
| | Unanswered | 0.89% |

Question 11 text Question 11 Multiple Choice Average Score 6.74 points

Which of the following should you use to evaluate information from online resources?

Question 11 answers

| Correct | Answers | Percent Answered |
|---------|----------------------------|------------------|
| | The author of the web site | 6.528% |
| | Date it was last updated. | 12.463% |
| | Content on the page | 13.353% |
| | *All of the above | 67.359% |
| | Unanswered | 0.297% |

Question 12 text Question 12 Multiple Choice Average Score 4.81 points

How could the total cost of food sold in the cafeteria for one day be calculated?

mc001-1.jpg

Question 12 answers

| Correct | Answers | Percent Answered |
|---------|--------------------------|------------------|
| | add cells A2 through A6 | 13.056% |
| | add cells A6 through D6 | 17.211% |
| | add cells C2 through C6 | 21.662% |
| | *add cells D2 through D6 | 48.071% |
| | Unanswered | 0% |

Question 13 text Question 13 Multiple Choice Average Score 8.58 points
Which of the following does not need technology to complete?

Question 13 answers

| Correct | Answers | Percent Answered |
|---------|---|------------------|
| | Creating a web page about your favorite movie | 3.264% |
| | Carrying around 10,000 songs in your pocket | 5.045% |
| | Editing and revising a research paper with word processor | 5.045% |
| | *Reading a book | 85.757% |
| | Unanswered | 0.89% |

Question 14 text Question 14 Multiple Choice Average Score 7.21 points
When proofreading and editing a document, which of the following resources would be the LEAST beneficial?

Question 14 answers

| Correct | Answers | Percent Answered |
|---------|---------------|------------------|
| | Spell check | 9.792% |
| | Thesaurus | 13.65% |
| | Grammar check | 4.451% |
| | *Font Type | 72.107% |
| | Unanswered | 0% |

Question 15 text Question 15 True/False Average Score 4.81 points
Spell check will find all spelling errors.

Question 15 answers

| Correct | Answers | Percent Answered |
|---------|------------|------------------|
| | True | 51.039% |
| | *False | 48.071% |
| | Unanswered | 0.89% |

Question 16 text Question 16 Multiple Choice Average Score 8.93 points
You are using the Internet in a teen chat room. The "teen" at the other end of the chat asks for your name and phone number. How do you respond?

Question 16 answers

| Correct | Answers | Percent Answered |
|---------|------------------------------------|------------------|
| | Give them your information | 2.077% |
| | Send them your picture | 1.484% |
| | *Notify your parents or teachers | 89.318% |
| | Ask them for their name and number | 6.528% |
| | Unanswered | 0.593% |

Question 17 text Question 17 Multiple Choice Average Score 7.77 points
Unauthorized computer entry causes a lot of trouble for computer system owners. Teen hackers also cause trouble for themselves when they are eventually caught. What can happen to a teen who is caught?

Question 17 answers

| Correct | Answers | Percent Answered |
|---------|---|------------------|
| | Their Internet connection can be taken away | 4.748% |
| | They can be fined | 7.122% |

| | |
|--|---------|
| A few, tried in court as adults, even face jail time | 10.386% |
| *All of the above | 77.745% |
| Unanswered | 0% |

Question 18 text Question 18 Multiple Choice Average Score 5.64 points

To protect your data or documents in the case of a power outage you should:

Question 18 answers

| Correct | Answers | Percent Answered |
|---------|--------------------------------------|------------------|
| | *Save your work frequently | 56.38% |
| | Back up your hard drive | 27.003% |
| | Perform regular computer maintenance | 7.418% |
| | Use an anti-virus regularly | 8.605% |
| | Unanswered | 0.593% |

Question 19 text Question 19 Multiple Choice Average Score 3.2 points

When ordering items over the Internet, what is the BEST way to be sure that you are ordering from a secure site?

Question 19 answers

| Correct | Answers | Percent Answered |
|---------|---|------------------|
| | Check its link to sites of other companies. | 32.047% |
| | The site uses a separate drop-down menu to collect personal information | 16.024% |
| | Make sure that the company uses a professional logo. | 19.288% |
| | *Look for a closed padlock icon in the browser window. | 32.047% |
| | Unanswered | 0.593% |

Question 20 text Question 20 Multiple Choice Average Score 4.87 points

What is the advantage of using online resources over using books when creating a report?

Question 20 answers

| Correct | Answers | Percent Answered |
|---------|---------------------------|------------------|
| | More accurate information | 25.519% |
| | *More current information | 48.665% |
| | More reliable information | 16.024% |
| | More positive information | 8.309% |
| | Unanswered | 1.484% |

Question 21 text Question 21 Multiple Choice Average Score 6.68 points

When using an electronic bulletin board, you can do all of the following except which one?

Question 21 answers

| Correct | Answers | Percent Answered |
|---------|--|------------------|
| | Send a public message to friends interested in one topic | 8.012% |
| | Send pictures to a friend | 7.122% |
| | Send private messages to a friend | 17.211% |
| | *Send a package to a friend | 66.766% |
| | Unanswered | 0.89% |

Question 22 text Question 22 Multiple Choice Average Score 7.74 points

In the future, technology will

Question 22 answers

| Correct | Answers | Percent Answered |
|---------|---|------------------|
| | *Allow us to do many things that we cannot do at the present time | 77.448% |
| | Be extremely expensive | 10.979% |
| | Cause people to be less connected to residents in other countries | 5.935% |
| | Not help very much with health care | 4.748% |
| | Unanswered | 0.89% |

Question 23 text Question 23 True/False Average Score 9.41 points
People who hack computer systems are committing a crime.

Question 23 answers

| Correct | Answers | Percent Answered |
|---------|------------|------------------|
| | *True | 94.065% |
| | False | 5.341% |
| | Unanswered | 0.593% |

Question 24 text Question 24 Multiple Choice Average Score 6.53 points
Which of the following must you do when copying and pasting a quote when writing a research paper?

Question 24 answers

| Correct | Answers | Percent Answered |
|---------|--|------------------|
| | *Placing quotations in any research paper requires citing the source to avoid copyright law violations | 65.282% |
| | Footnoting material is handled automatically by electronic encyclopedias | 14.243% |
| | Using electronic tools for papers eliminates the need to footnote sources. | 14.54% |
| | Using electronic tools eliminates the need to cite references | 5.341% |
| | Unanswered | 0.593% |

Question 25 text Question 25 Multiple Choice Average Score 6.59 points
By which field are the entries sorted in the database below?

mc010-1.jpg

Question 25 answers

| Correct | Answers | Percent Answered |
|---------|-------------|------------------|
| | *Inventions | 65.875% |
| | Nation | 6.825% |
| | Date | 17.211% |
| | Inventor | 9.496% |
| | Unanswered | 0.593% |

Question 26 text Question 26 Multiple Choice Average Score 7.98 points
If you are working on a saved document name "project" and you want to change the name to "project 2007". What command would you use?

Question 26 answers

| Correct | Answers | Percent Answered |
|---------|-----------|------------------|
| | *Save As: | 79.822% |

Format: 10.089%
 File Size: 2.374%
 Look in: 6.231%
 Unanswered 1.484%

Question 27 text Question 27 Multiple Choice Average Score 7.15 points
 On a school computer, Tina, learned how to copy programs. A classmate asked her to copy a program for his home use. Her most ethical response would be which of the following?

Question 27 answers

| Correct | Answers | Percent Answered |
|---------|--|------------------|
| | "I'll copy it for you, but you can't copy it for anyone else." | 8.309% |
| | "I'll copy it, but you have to promise not to tell anyone." | 12.76% |
| | "I don't know how to copy diskettes." | 6.528% |
| | *"I can't copy it because it will break copyright laws." | 71.513% |
| | Unanswered | 0.89% |

Question 28 text Question 28 True/False Average Score 6.38 points

It is permissible to copy and paste information from an online document with proper references and citations.

Question 28 answers

| Correct | Answers | Percent Answered |
|---------|------------|------------------|
| | *True | 63.798% |
| | False | 34.718% |
| | Unanswered | 1.484% |

Question 29 text Question 29 True/False Average Score 8.69 points

All students are responsible for understanding and following the Acceptable Use Policy.

Question 29 answers

| Correct | Answers | Percent Answered |
|---------|------------|------------------|
| | *True | 86.944% |
| | False | 11.573% |
| | Unanswered | 1.484% |

Question 30 text Question 30 Multiple Choice Average Score 6.94 points

How can you use a computer for learning outside of school?

Question 30 answers

| Correct | Answers | Percent Answered |
|---------|---|------------------|
| | Take an online course with a university | 14.243% |
| | Join a discussion group on a subject that interests you | 4.451% |
| | Research a topic by using an online search engine | 11.276% |
| | *All of the above | 69.436% |
| | Unanswered | 0.593% |

Question 31 text Question 31 Multiple Choice Average Score 8.99 points

Which of the following technical tools is not useful to support communication with peers, family or school personnel?

Question 31 answers

| Correct | Answers | Percent Answered |
|---------|-------------|------------------|
| | Cell phone | 3.858% |
| | Email | 3.561% |
| | *MP3 Player | 89.911% |
| | Fax machine | 1.78% |
| | Unanswered | 0.89% |

Question 32 text Question 32 True/False Average Score 7.8 points

Robert, 13 years old, is very good with computers and likes a challenge. Exploring the Internet, he figures out how to enter the computer system used by his city. Just for fun, and to prove he was there, Robert makes a very small change to the city's home page. He adds, "It's MY town!" Would the authorities consider this a punishable offense?

Question 32 answers

| Correct | Answers | Percent Answered |
|---------|------------|------------------|
| | *True | 78.042% |
| | False | 21.068% |
| | Unanswered | 0.89% |

Question 33 text Question 33 Multiple Choice Average Score 6.82 points

You've been assigned a project to collect and analyze data. What type of application would you use to enter data, graph and create a chart?

Question 33 answers

| Correct | Answers | Percent Answered |
|---------|--------------------|------------------|
| | E-mail | 6.231% |
| | Blog | 7.715% |
| | *Spreadsheet | 68.249% |
| | Desktop Publishing | 16.617% |
| | Unanswered | 1.187% |

Question 34 text Question 34 Multiple Choice Average Score 7.89 points

What resource could you use to make projects more creative?

Question 34 answers

| Correct | Answers | Percent Answered |
|---------|-------------------|------------------|
| | Graphics | 4.451% |
| | Clip Art | 12.463% |
| | Sound | 2.967% |
| | *All of the above | 78.932% |
| | Unanswered | 1.187% |

Question 35 text Question 35 Multiple Choice Average Score 6.65 points

When working with a digital image, pick the program that is most suitable to edit or transform the image.

Question 35 answers

| Correct | Answers | Percent Answered |
|---------|---------|------------------|
|---------|---------|------------------|

| | |
|----------------------|---------|
| Microsoft Word | 9.199% |
| Microsoft PowerPoint | 18.991% |
| *PhotoShop | 66.469% |
| Internet Explorer | 4.451% |
| Unanswered | 0.89% |

Question 36 text Question 36 True/False Average Score 8.19 points

There are legal consequences for downloading copyrighted material from the Internet without permission.

Question 36 answers

| Correct | Answers | Percent Answered |
|------------|---------|------------------|
| *True | 81.899% | |
| False | 17.211% | |
| Unanswered | 0.89% | |

Question 37 text Question 37 Multiple Choice Average Score 7.15 points

Which of these tools could you use to work with other students on a project?

Question 37 answers

| Correct | Answers | Percent Answered |
|-------------------|---------|------------------|
| Email | 15.727% | |
| Instant Messaging | 7.122% | |
| Chat Room | 4.748% | |
| *All of the above | 71.513% | |
| Unanswered | 0.89% | |

Question 38 text Question 38 True/False Average Score 8.49 points

Chat rooms allow real-time web conversations.

Question 38 answers

| Correct | Answers | Percent Answered |
|------------|---------|------------------|
| *True | 84.866% | |
| False | 13.65% | |
| Unanswered | 1.484% | |

Question 39 text Question 39 Multiple Choice Average Score 4.75 points

What general term describes the physical equipment of a computer system, such as its screen, keyboard, and storage devices?

Question 39 answers

| Correct | Answers | Percent Answered |
|------------|---------|------------------|
| *Hardware | 47.478% | |
| Software | 37.092% | |
| Output | 7.122% | |
| Input | 7.418% | |
| Unanswered | 0.89% | |

Question 40 text Question 40 True/False Average Score 7.36 points

Blogs allow real-time web conversations.

Question 40 answers

| Correct | Answers | Percent Answered |
|---------|------------|------------------|
| | True | 25.519% |
| | *False | 73.591% |
| | Unanswered | 0.89% |

Question 41 text Question 41 Multiple Choice Average Score 5.82 points
If you were required to print your next English report like a newspaper and had to include at least one picture, which of the following computer applications would you most likely use?

Question 41 answers

| Correct | Answers | Percent Answered |
|---------|---------------------|------------------|
| | *Desktop publishing | 58.16% |
| | Spreadsheet | 23.442% |
| | Database | 10.682% |
| | Telecomputing | 6.231% |
| | Unanswered | 1.484% |

Question 42 text Question 42 Multiple Choice Average Score 6.94 points
A word processor would most likely be used to do which of the following?

Question 42 answers

| Correct | Answers | Percent Answered |
|---------|--|------------------|
| | *Type a biography | 69.436% |
| | Keep an account of money spent | 8.902% |
| | Compose music | 5.935% |
| | Do a computer search in the media center | 14.54% |
| | Unanswered | 1.187% |

Question 43 text Question 43 Multiple Choice Average Score 3.86 points
Using any search engine, which of the following would narrow your search results?

Question 43 answers

| Correct | Answers | Percent Answered |
|---------|---|------------------|
| | Type the search question to be answered | 36.202% |
| | *Group key words with quotation marks "....." | 38.576% |
| | Eliminate only key words from your search | 13.056% |
| | Type the URL as your search question. | 10.386% |
| | Unanswered | 1.78% |

Question 44 text Question 44 True/False Average Score 6.94 points
To resize a graphic you should grab the resize tool from any corner.

Question 44 answers

| Correct | Answers | Percent Answered |
|---------|------------|------------------|
| | *True | 69.733% |
| | False | 29.08% |
| | Unanswered | 1.187% |

Question 45 text Question 45 Multiple Choice Average Score 7.8 points

Which of the following extensions would assist you in locating information about colleges and universities?

Question 45 answers

| Correct | Answers | Percent Answered |
|---------|------------|------------------|
| | .mil | 1.78% |
| | .org | 5.935% |
| | *.edu | 78.042% |
| | .com | 13.056% |
| | Unanswered | 1.187% |

Question 46 text Question 46 True/False Average Score 8.13 points

All information on the Internet is accurate?

Question 46 answers

| Correct | Answers | Percent Answered |
|---------|------------|------------------|
| | True | 17.507% |
| | *False | 81.306% |
| | Unanswered | 1.187% |

Question 47 text Question 47 Multiple Choice Average Score 5.61 points

Which of the following terms are related to computerized databases?

Question 47 answers

| Correct | Answers | Percent Answered |
|---------|-------------------|------------------|
| | Search | 20.475% |
| | Sort | 7.715% |
| | Field Names | 13.65% |
| | *All of the Above | 56.083% |
| | Unanswered | 2.077% |

Question 48 text Question 48 True/False Average Score 8.58 points

You are playing games on the Internet and the website asks you to register, as a user, for a contest using your full name, home address, phone number and/or e-mail. Do you give them your personal information?

Question 48 answers

| Correct | Answers | Percent Answered |
|---------|------------|------------------|
| | True | 13.056% |
| | *False | 85.757% |
| | Unanswered | 1.187% |

Question 49 text Question 49 Multiple Choice Average Score 8.04 points

The total amount of money received for each magazine is calculated in which column?

mc007-1.jpg

Question 49 answers

| Correct | Answers | Percent Answered |
|---------|-----------|------------------|
| | Column A | 3.858% |
| | Column B | 4.748% |
| | Column C | 10.089% |
| | *Column D | 80.415% |

Unanswered 0.89%

Question 50 text Question 50 Multiple Choice Average Score 8.64 points

Which tool would you use to fix this? Those boy ain't good.

Question 50 answers

| Correct | Answers | Percent Answered |
|---------|-------------------------------|------------------|
| | Computer Dictionary | 6.231% |
| | Computer Thesaurus | 5.341% |
| | *Spelling and Grammar checker | 86.35% |
| | Computer calculator | 0.89% |
| | Unanswered | 1.187% |

Staff Survey – Appendix B

A staff survey was distributed in 2008 to assist in assessing the needs for staff development and the spiraling use of technology curriculum district wide. The following scales were used:

Proficiency

5 = I am good enough to teach this to others

4 = I am able to use this concept for my own needs

3 = I need to improve my skills or learn more

2 = I need more training just to learn the basics

1 = I've never used this

| | Proficiency | | | | |
|--|-------------|-----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 |
| Word Processing | | | | | |
| Create & Save a WP document | 2% | 2% | 5% | 31% | 60% |
| Change Font, Size, Color, and Styles | 3% | 1% | 8% | 23% | 65% |
| Set Margins and Tabs | 5% | 4% | 23% | 30% | 39% |
| Spell Check/Thesaurus | 3% | 3% | 6% | 24% | 64% |
| Insert/Import Graphics (Clipart, bmp, or jpeg) | 9% | 14% | 16% | 29% | 33% |
| Use Templates/Wizards | 23% | 16% | 24% | 20% | 17% |
| Create Tables | 12% | 20% | 22% | 22% | 24% |
| Mail Merge Files w/ Word, Excel, or Access | 32% | 22% | 20% | 12% | 14% |

| | Proficiency | | | | |
|--|-------------|-----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 |
| Spreadsheet | | | | | |
| Create & Save a Spreadsheet | 18% | 18% | 17% | 24% | 23% |
| Enter/Clear/Delete/Edit Contents of a Cell | 18% | 17% | 15% | 25% | 26% |
| Format Rows/Columns | 17% | 24% | 18% | 22% | 20% |
| Insert Formulas/Functions | 30% | 23% | 22% | 15% | 11% |
| Insert Rows/Columns | 20% | 19% | 17% | 19% | 25% |
| Sort Data | 29% | 22% | 19% | 16% | 15% |
| Create Graph/Chart | 25% | 23% | 28% | 11% | 12% |

| | Proficiency | | | | |
|--|-------------|-----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 |
| Spreadsheet | | | | | |
| Create & Save a Spreadsheet | 18% | 18% | 17% | 24% | 23% |
| Enter/Clear/Delete/Edit Contents of a Cell | 18% | 17% | 15% | 25% | 26% |
| Format Rows/Columns | 17% | 24% | 18% | 22% | 20% |
| Insert Formulas/Functions | 30% | 23% | 22% | 15% | 11% |
| Insert Rows/Columns | 20% | 19% | 17% | 19% | 25% |
| Sort Data | 29% | 22% | 19% | 16% | 15% |
| Create Graph/Chart | 25% | 23% | 28% | 11% | 12% |

| | Proficiency | | | | |
|-------------------------------------|-------------|-----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 |
| PowerPoint | | | | | |
| Create & Save a Presentation | 24% | 17% | 16% | 21% | 21% |
| Add Design Template | 27% | 21% | 17% | 17% | 17% |
| Make Backgrounds Using Fill/Effects | 28% | 20% | 18% | 17% | 16% |
| Edit/View/Manipulate Slide Order | 28% | 20% | 18% | 17% | 17% |
| Run Slide Show | 27% | 19% | 14% | 20% | 20% |
| Insert Transitions and Effects | 30% | 18% | 18% | 17% | 17% |
| Print Slide Show in Various Formats | 30% | 18% | 17% | 17% | 17% |

| | Proficiency | | | | |
|-----------------------------------|-------------|-----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 |
| Desktop Publishing | | | | | |
| Create Newsletter/Brochure | 23% | 17% | 23% | 18% | 19% |
| Set Number of Columns | 23% | 18% | 26% | 14% | 18% |
| Create, Format, and Position Text | 22% | 20% | 22% | 15% | 21% |
| Resize and Position Objects | 23% | 17% | 23% | 15% | 22% |

| | Proficiency | | | | |
|---------------------------|-------------|----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 |
| Email | | | | | |
| Open and Read Email | 1% | 0% | 2% | 24% | 73% |
| Reply and Forward Email | 2% | 2% | 3% | 23% | 71% |
| Use District Address Book | 8% | 3% | 8% | 17% | 64% |
| Attach a File to an Email | 9% | 6% | 15% | 17% | 53% |

| | Proficiency | | | | |
|--|-------------|----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 |
| Internet | | | | | |
| Locate a Search Engine | 5% | 2% | 2% | 27% | 65% |
| Add an Address to Bookmark Favorite List | 11% | 4% | 5% | 29% | 50% |
| Navigate/Print a Web Page | 8% | 2% | 10% | 26% | 52% |
| Evaluate Websites...Usability in Classroom | 10% | 9% | 12% | 28% | 41% |
| Use History to Visit Previously Viewed Sites | 11% | 6% | 14% | 25% | 44% |

| | Proficiency | | | | |
|--------------------------------|-------------|-----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 |
| Info Lit and Ethics | | | | | |
| Understand and Communicate | 23% | 9% | 22% | 23% | 22% |
| Understand hoaxes, Propaganda | 18% | 7% | 19% | 32% | 24% |
| Check Validity of a Source | 23% | 11% | 24% | 27% | 15% |
| Summarize Copyright Laws | 26% | 16% | 25% | 25% | 9% |
| Properly Cite the Web Resource | 25% | 14% | 26% | 23% | 13% |
| Interpret EULA | 33% | 14% | 28% | 14% | 11% |

| | Proficiency | | | | |
|-----------------------------|-------------|-----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 |
| Frequency of Use | | | | | |
| Computer | 1% | 4% | 10% | 40% | 45% |
| Digital Camera | 13% | 12% | 14% | 34% | 27% |
| Printer | 2% | 5% | 11% | 42% | 42% |
| Scanner | 20% | 20% | 23% | 23% | 16% |
| Computer Projection Devices | 40% | 20% | 16% | 12% | 12% |
| Handhelds | 49% | 21% | 15% | 12% | 2% |

| | Proficiency | | | | |
|--|-------------|-----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 |
| Zangle: All Teachers Communication | | | | | |
| Enter and submit attendance | 4% | 0% | 3% | 17% | 75% |
| Change Date to Update Previous Attendance | 4% | 1% | 4% | 19% | 71% |
| Enter Grades – Progress and Card Marking | 14% | 2% | 9% | 21% | 55% |
| Create Seating Charts | 34% | 3% | 9% | 15% | 39% |
| Print Class Rosters | 23% | 4% | 5% | 18% | 50% |
| Print Seating Charts | 36% | 4% | 8% | 13% | 40% |
| Print Slide Show in Various Formats | 30% | 18% | 17% | 17% | 17% |
| Print Class Attendance Rpt for Specific Date | 11% | 3% | 9% | 26% | 52% |
| Print Grade Report for Specific Card Mrking | 25% | 2% | 10% | 17% | 46% |

Attitudes:

5 = Strongly Agree

4 = Agree

3 = Disagree

2 = Strongly Disagree

1 = Not Applicable

| Attitudes | Proficiency | | | | |
|---|-------------|----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 |
| Using Technology Makes Me More Effective | 2% | 0% | 3% | 40% | 55% |
| Technology Helps Me Organize My Work | 5% | 0% | 9% | 36% | 50% |
| The Use of Technology is Motivating | 5% | 0% | 12% | 46% | 37% |
| I am Comfortable Learning & Using Technology | 1% | 2% | 6% | 41% | 50% |
| I Would Like to Integrate More Technology into my Work | 4% | 1% | 6% | 37% | 53% |
| I Would Like to Integrate More Technology into my Classroom | 10% | 0% | 3% | 39% | 48% |
| The Building Administration Encourages the Use of Technology | 8% | 3% | 7% | 56% | 25% |
| The District Administration Encourages the Use of Technology | 10% | 4% | 9% | 56% | 21% |
| I Feel Comfortable Helping Others in the School with Technology | 2% | 9% | 27% | 42% | 20% |
| I Feel Comfortable Asking Others in the School for Help with Technology | 2% | 2% | 7% | 54% | 36% |
| I Take Personal Time to Learn and Practice Technology Skills | 10% | 3% | 14% | 40% | 33% |

Acceptable Technology Use Policy (AUP) Employees - Appendix C

Redford Union Schools provides access to technology including computers, printers, audio and video equipment, telephones, scanners, and the Internet as a privilege to employees who agree to act in a lawful and responsible manner. Even when such access is not a matter of privilege, the district expects such access to be in accordance with and it is subject to the district's policies, administrative regulations and employee code of conduct. The purpose of this document is to make you aware of the responsibilities that you are about to assume when engaging in privileged access. If you violate any of the provisions, your privileges may be revoked and disciplinary action may be taken as indicated at the bottom of this document.

Redford Union Schools agrees and complies with the tenets of the Children's Internet Protection Act (CIPA) and will comply with any law applicable to it, which governs or affects its provision of and its student's access to technology. The district utilizes an Internet filtering system to protect students from materials that may be considered offensive or obscene, invasive of another's rights, threatening, disruptive or potentially disruptive to the maintenance of discipline or to school operations, contrary to the educational mission of the district or which tend to distract from or undermine a student's educational focus while at school, at a school sponsored activity or while engaged in a school mandated or related function, or to restrict access to material consistent with the legitimate educational concerns of the district.

As a technology user I agree to the following:

The purpose of my technology use at Redford Union Schools is for educational purposes related to the district's students and educational programs.

I will not create, retrieve, view, transmit or publish – by any means – any material which:

- (a) Causes, or is reasonably expected to cause, material and substantial disruption to or materially and substantially interfere with the requirements of appropriate discipline in the operation of the school, or
- (b) Interrupts the school activities of others, intrudes in the school affairs or lives of others or collides with or invades the rights of others; or
- (c) Means to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals and/or which a reasonable person would foresee would be interpreted by those to whom it is communicated as a serious expression of intent to harm or assault.
- (d) Is illegal;
- (e) Is plainly offensive or lewd or obscene or indecent, or which is inconsistent with the school's basic educational mission which mission excludes and prohibits the use, possession, viewing, creation or communicating by any means, of material of the sort described in this subparagraph and/or of the sort described in either subparagraph (a), (b) (c) or (d) above.

3) I will not use the technology resources of the district for my personal or commercial financial gain.

4) I will not access or attempt to access applications or systems which have been restricted by the administration of the district.

5) I will not use any of the technology systems to violate any laws, district policies, or rules in the district administrative handbook or building rules where the technology systems are housed or accessed.

- 6) I will not violate any copyright, patent, or confidentiality laws. This includes sharing, installing, recording or distribution of copyrighted software, audio and video media.
- 7) I will not install, download or use any software brought in from outside sources.
- 8) I will not reveal any personal information or claimed personal information about others or myself to anyone on the Internet and I will not libel, slander, defame, publish untrue or made up information, stories or depictions about someone on the internet, even if meant to be humorous or not taken seriously.
- 9) I will not use anyone else's ID or password. I will not use a computer that another user is logged on to.
- 10) I will not share my password with anyone else. I understand that if I share my password and someone else uses it, even without my permission, I will be held responsible for their actions as if they were my own.
- 11) I will not harm or destroy any hardware, software, or data that belongs to the Redford Union Schools and its users or use any district system to do so to such property belonging to others. I understand that I may be held financially responsible for damages if I vandalize any of the school's technology systems or anyone else's systems utilizing a district system.
- 12) I will not use any technology in such a way that it would disrupt the use of technology by others.
- 13) I will not knowingly attempt to disable, evade or defeat the district's Internet filtering software. I will abide by the policies and guidelines of the district, which concern all aspects of staff or student privacy and Internet safety.
- 14) I understand that the district has a right to monitor Internet activity and review any files, data or information stored on, scanned or printed using the district's technology resources and to report misuse to the superintendent or his/her designee and/or the appropriate authority or authorities.
- 15) I release the Redford Union Schools, its sponsors, staff, administration and Board of Education and all organizations, groups and agencies with which Redford Union Schools is affiliated, of and from any and all claims of any nature arising from my use, misuse or inability to use the district's technology resources or the district's enforcement of its policies or its activities pursuant thereto.
- 16) I understand that this policy is in affect at all times including: remote or direct access, on or off school premises.
- 17) I understand that all other district codes of conduct applicable to me are incorporated herein and that my conduct can be subject to this code and all other such codes.

Consequences for Violation of Redford Union Schools Code of Conduct

First Offense:

A warning will be issued. A referral will be written; a photocopy of the form will be sent to the employee to be signed and returned. The employee may not access any of the school's technology systems until the referral is returned. The employees activities while using technology may be monitored during the remainder of the school year. Depending on the seriousness of the offense, other disciplinary action may be taken.

Second Offense:

The employee will be sent directly to the administrator. There will be an automatic loss of technology privileges for five days minimum, or as determined by the building/district technology team. The employee's activities will be monitored regularly on the network during the remainder of the school year. Depending on the seriousness of the offense, other disciplinary action may be taken.

Third Offense:

The employee will lose all of his/her technology privileges for the remainder of the school year. Depending on the seriousness of the offense, other disciplinary action may be taken.

Vandalism/Theft:

Malicious destruction or theft of hardware or software will result in immediate termination of technology privileges for the remainder of the school year. Disciplinary and/or legal action will follow. The employee will be held financially responsible for replacing any vandalized/damaged equipment.

Suspected Crime Reporting/Cooperation:

Employee understands that the district will report all suspected criminal conduct to the appropriate authority or authorities and will cooperate with said authority and authorities in the investigation and/or prosecution of any suspected offense.

I have read and understand the policy for the use of and the consequences for the misuse of Redford Union Schools' technology access and systems.

Printed Name

Date

Signature

Acceptable Technology Use Policy (AUP) Students - Appendix D

Redford Union Schools provides access to technology including computers, printers, audio and video equipment, telephones, scanners, and the Internet as a privilege to students who agree to act in a lawful and responsible manner. Even when such access is not a matter of privilege, the district expects such access to be in accordance with and same is subject to the district's policies, administrative regulations and student codes of conduct. The purpose of this document is to make you aware of the responsibilities that you are about to assume when engaging in privileged access. If you violate any of the provisions, your privileges may be revoked and disciplinary action may be taken as indicated at the bottom of this document.

Redford Union Schools agrees and complies with the tenets of the Children's Internet Protection Act (CIPA) and will comply with any law applicable to it, which governs or affects its provision of and its student's access to technology. The district utilizes an Internet filtering system to protect students from materials that may be considered offensive or obscene, invasive of another's rights, threatening, disruptive or potentially disruptive to the maintenance of discipline or to school operations, contrary to the educational mission of the district or which tend to distract from or undermine a student's educational focus while at school, at a school sponsored activity or while engaged in a school mandated or related function, or to restrict access to material consistent with the legitimate educational concerns of the district.

As a technology user I agree to the following:

The purpose of my technology use at Redford Union Schools is for educational purposes related to the district's educational programs and is limited to use under the direction of my teacher(s) or other authorized school personnel.

- 2) I will not create, retrieve, view, transmit or publish – by any means – any material which:
 - (a) Causes, or is reasonably expected to cause, material and substantial disruption to or materially and substantially interfere with the requirements of appropriate discipline in the operation of the school, or
 - (b) Interrupts the school activities of others, intrudes in the school affairs or lives of others or collides with or invades the rights of others; or
 - (c) Means to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals and/or which a reasonable person would foresee would be interpreted by those to whom it is communicated as a serious expression of intent to harm or assault.
 - (d) Is illegal;
 - (e) Is plainly offensive or lewd or obscene or indecent, or which is inconsistent with the school's basic educational mission which mission excludes and prohibits the use, possession, viewing, creation or communicating by any means, of material of the sort described in this subparagraph and/or of the sort described in either subparagraph (a), (b) (c) or (d) above.

- 3) I will not use the technology resources of the district for my personal or commercial financial gain.
- 4) I will not access or attempt to access applications or systems which have been restricted by the administration of the district.
- 5) I will not use any of the technology systems to violate any laws, district policies, or rules in the student handbook or building rules where the technology systems are housed or accessed.

- 6) I will not violate any copyright, patent, or confidentiality laws. This includes sharing, installing, recording or distribution of copyrighted software, audio and video media.
- 7) I will not install, download or use any software brought in from outside sources.
- 8) I will not reveal any personal information or claimed personal information about others or myself to anyone on the Internet and I will not libel, slander, defame, publish untrue or made up information, stories or depictions about someone on the internet, even if meant to be humorous or not taken seriously.
- 9) I will not use anyone else's ID or password. I will not use a computer that another user is logged on to.
- 10) I will not share my password with anyone else. I understand that if I share my password and someone else uses it, even without my permission, I will be held responsible for their actions as if they were my own.
- 11) I will not harm or destroy any hardware, software, or data that belongs to the Anyplace USA Schools and its users or use any district system to do so to such property belonging to others. I understand that I may be held financially responsible for damages if I vandalize any of the school's technology systems or anyone else's systems utilizing a district system.
- 12) I will not use any technology in such a way that it would disrupt the use of technology by others.
- 13) I will not knowingly attempt to disable, evade or defeat the district's Internet filtering software. I will abide by the policies and guidelines of the district, which concern all aspects of staff or student privacy and Internet safety.
- 14) I understand that the district has a right to monitor Internet activity and review any files, data or information stored on, scanned or printed using the district's technology resources and to report misuse to the superintendent or his/her designee and/or the appropriate authority or authorities.
- 15) I release the Redford Union Schools, its sponsors, staff, administration and Board of Education and all organizations, groups and agencies with which Redford Union Schools is affiliated, of and from any and all claims of any nature arising from my use, misuse or inability to use the district's technology resources or the district's enforcement of its policies or its activities pursuant thereto.
- 16) I understand that this policy is in affect at all times including: remote or direct access, on or off school premises.
- 17) I understand that all other district codes of conduct applicable to me are incorporated herein and that my conduct can be subject to this code and all other such codes.

Consequences for Violation of Redford Union Schools Code of Conduct

First Offense:

A warning will be issued. A referral will be written; a photocopy of the form will be sent to the student to be signed and returned by his/her parent or guardian. The student may not access any of the school's technology systems until the referral is returned. The student's activities while using technology may be monitored during the remainder of the school year. Depending on the seriousness of the offense, other disciplinary action may be taken.

Second Offense:

The student will be sent directly to the administrator. There will be an automatic loss of technology privileges for five days minimum, or as determined by the building/district technology team. The student's activities will be monitored regularly on the network during the remainder of the school year. Depending on the seriousness of the offense, other disciplinary action may be taken.

Third Offense:

The student will lose all of his/her technology privileges for the remainder of the school year. Depending on the seriousness of the offense, other disciplinary action may be taken.

Vandalism/Theft:

Malicious destruction or theft of hardware or software will result in immediate termination of technology privileges for the remainder of the school year. Disciplinary and/or legal action will follow. The student and/or parent/guardian will be held financially responsible for replacing any vandalized/damaged equipment.

Suspected Crime Reporting/Cooperation:

Student understands that the district will report all suspected criminal conduct to the appropriate authority or authorities and will cooperate with said authority and authorities in the investigation and/or prosecution of any suspected offense.

I have read and understand the policy for the use of and the consequences for the misuse of Anyplace USA Schools' technology access and systems.

Printed Name

Date

Signature