TECHNOLOGY PLAN

Mountain Home Public Schools

District-Wide Plan
For Years
2009-2010
2010-2011
2011-2012

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District Demographics

<table>
<tr><td colspan="2" style="text-align:center">

District Profile

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Mountain Home Public Schools

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<tr><td>District Name:</td><td>Mountain Home Public Schools</td></tr>
<tr><td>District Local Education Agency (LEA) Number:</td><td>0303000</td></tr>
<tr><td>Number of Schools in LEA:</td><td>6</td></tr>
<tr><td>Total Number of Teachers in District:</td><td>271</td></tr>
<tr><td>Total Number of Students Enrolled in District:</td><td>3946</td></tr>
<tr><td>District Billed Entity Number:</td><td>139657</td></tr>
<tr><td>District Federal Registration Number:</td><td>0011663879</td></tr>
<tr><td>District National Center for Educational Statistics (NCES) Number:</td><td>05 0043</td></tr>
<tr><td>Percent of Students Eligible for Free/Reduced Lunch:</td><td>50</td></tr>
<tr><td>E-Rate Discount Level:</td><td>73%</td></tr>
<tr><td>Internet Connected Student/Computer Ratio for District</td><td>1:3</td></tr>
<tr><td>Based on Census Tract information is your district considered Rural or Urban:</td><td>Rural</td></tr>
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	(Year 1) 2009-2010	(Year 2) 2010-2011	(Year 3) 2011-2012
Number of computers & other devices with Internet access <u>before</u> application.	1800	1850	1900
Number of computers & other devices with Internet access <u>after</u> application.	1800	1850	1900
Direct connections to the Internet number of drops.	1210	1220	1230
Number of classrooms with Internet access.	303	303	303
Direct broadband services between 10 Mbps and 200 Mbps. Number Buildings Served.	9	9	9

School Profiles
Taken from the Cycle 2 APSCN Report.

School Name	LEA#	E-Rate Entity #	NCES #
Mountain Home High Career Academics	0303703	83073	05 00043 00676
Mountain Home Junior High	0303019	83072	05 00043 01340
Pinkston Middle School	0303014	83075	05 00043 00742
Guy Berry Intermediate School	0303016	83074	05 00043 01192
Nelson Wilks Herron Elementary	0303013	83071	05 00043 00740
Mountain Home Kindergarten	0303018	83076	05 00043 01236
Mountain Home Public School Administration Building	None	16030855	None
Mountain Home Public School Special Education Building	None	16030857	None
Mountain Home Public School Auxiliary Services Building	None	16030856	None

District Technology Committee		
Member	**Title**	**Constituency Represented**
Rebecca Camp	Special Education Teacher	Special Education, Parent
Devona Pendergrass	High School Librarian	High School, Parent
Dianne Martin	Technology Coordinator	District
Dorothy Cook	Federal Programs Coordinator	District
Scott Smith	School Board Member	School Board
Jane Knowles	Pinkston MS Librarian	Pinkston Middle School
Jeff Kincade	JH Assistant Principal	MH Junior High, Parent
John Calaway	Assistant Superintendent	District Administration
Kay Sims	Retired Teacher	School Patron
Keith Alman	Network Administrator	District
Leah Cotter	Elementary Principal	Nelson Wilks Herron Elem., Parent
Marjorie Jones	Junior High Librarian	MH Junior High
Melissa Steiner	Nelson Wilks Herron Librarian	Nelson Wilks Herron Elem.
Michele McWilliams	Intermediate School Principal	Pinkston Middle School
Mike Walker	Director of Auxiliary Services	District
Patty Marion	High School Teacher	High School
Becca Martin	Classroom Teacher	Guy Berry Intermediate School
Sondra Monger	Intermediate School Principal	Guy Berry Intermediate School, Parent
Tammy Goeke	Classroom Teacher	MH Kindergarten
Debbie Braunagel	Food Services Director	District

Technology Committee

The Mountain Home Public Schools Technology committee was selected in early October, 2007. Members were selected for various reasons. Some had served on the technology committee before, some were selected to represent various constituents of the school and the community, others were selected to represent different areas which were to be addressed in this plan. Each member was given a copy of the Arkansas Technology Plan Outline to study.

Our first meeting was on March 6, 2008. During this meeting, we looked at our current plan and talked about how we would like to revise it. The committee then voted on our Mission and Vision Statements. The committee felt that the current statements still were valid to what we are trying to accomplish, and so decided to keep these for the next 3 years. The members were then divided into sub-committees. The sub-committees were: Professional Development, Needs Assessment, Curriculum/Equitable Use of Technology, Goals/Objectives/Strategies, Budget, Infrastructure/Telecommunications, Evaluation/Time Line and Action Plan, and Inventory.

On March 10, the sub-committees met for an afternoon to work on their committee's goals and narratives. After changes were made and submitted to the technology coordinator, the complete plan with changes was emailed to each member for input or approval of each committee's work. Changes were submitted to the technology coordinator.

The Evaluation and Timeline committee then met to form the timeline for implementing the plan, and discuss how the plan would be evaluated. The plan was submitted to the technology coordinator and was then compiled and a final copy was submitted to the committee for approval.   The plan was then submitted to the School Board during its April meeting for approval.

The Technology Committee will have at least one committee meeting a year during the subsequent years of this plan to monitor, evaluate and adjust the plan as needed.

Vision and Mission Statements

Vision Statement

At Mountain Home Public Schools, we envision our learning community as successful, technologically competent life-long learners. We will enhance technology learning opportunities through a commitment to professional development, the use of technology as a tool used to acquire, analyze and utilize information, the knowledge and understanding of emerging technologies, and the integration of technology into all curricula wherein students, teachers, administrators and community members will have the opportunity to acquire the skills necessary to function and prosper in a dynamic global society.

Mission Statement

The mission of Mountain Home School District is to integrate technology into our schools, creating a learning environment where students, teachers, staff, and the community are empowered to become independent, lifelong learners. Furthermore, we are committed to providing our students and staff with the knowledge and understanding of emerging technologies so that they will be able to adapt to technological changes and function in an information society.

Current Technology Assessment
Technology Integration with Curriculum and Instruction

In the Mountain Home Public School district, technology is integrated into the curriculum in many ways. Many of our classrooms are equipped with multimedia projectors, and all have at least one computer. Several of our elementary classrooms also have visual presenters. There are interactive whiteboards in use throughout our schools. Our district has mobile laptop labs and desktop labs in every school except Kindergarten, which has a desktop lab only.   Our students do Internet research projects, prepare PowerPoint presentations of completed projects, prepare audio and video projects, and do many other technology projects. Math teachers are using graphing calculators that connect to the computer and science teachers are using handheld GPS devices along with other additional technologies.

The use of technology in our school district begins with Kindergarten students using computers. Students at all grade levels are using technology to present their ideas, to organize their thoughts through Kidspiration and Inspiration software, as well as learning to use word processing and other office applications. Our students also use JEDI, Accelerated Math, Accelerated Reader, Star Math, Star Reader, Reading Counts, Teach Me 2 Learn, Timeliner, Microsoft Office and numerous other programs throughout their school experience.

Our district is very involved in integrating technology in the learning process. Our teachers have been given extensive training in technology integration and are aware of the importance of using technology in the curriculum.   Each teacher in our district is encouraged and expected to integrate technology into their curriculum each school year. At the beginning of each year, we offer a day of professional development where teachers can choose to learn technology topics that are pertinent to their classroom needs. We also offer workshops throughout the year on technology topics on a "just in time" basis.

Technology has become an invaluable tool in the instructional process in every area of the curriculum at Mountain Home Public Schools. Departments select the programs and other uses of technology that will aide in teaching their specific curriculum.

Library media specialists work with teachers at each grade level so that students learn to select and use appropriate technology. Students learn to use databases and the Internet to search for information, to use search strategies to select the best information, and to use technology to enhance their creativity.

Accelerated Math, Accelerated Reader and the STAR Programs are successful programs that we will continue to integrate into grades K-7. Reading Counts and Scholastic Reading Inventory (SRI) Lexiles will continue to be used at the junior high and senior high levels. We use JEDI in grades K-12 as remediation software.

During the 2009-12 school years, technology programs will be utilized to assist students working on AIP remediation. Tutorial software will be utilized by all appropriate grade levels to allow flexibility in scheduling teachers supervising remediation work. Teachers will also utilize technology such as EZ AIP to more efficiently gain access to student AIP reports. This software will provide a more accurate picture of student progress regarding their remediation plan.

Other programs, such as ALMS, will be utilized to construct classroom exams that reflect benchmark testing thus reducing the amount of classroom time set aside for practice exams. The ALMS program will also be used to document mastery of deficient areas on the students' AIPs.

We will continue to evaluate and upgrade our existing technologies and curriculum based software.

Students will be provided with curriculum to enhance their future endeavors.
- Continue to provide a curriculum at the high school that will prepare students for A+, Cisco, and MOUS certification testing.
- Through our computer curriculum, we will continue to provide students with the ever-changing knowledge of using, troubleshooting and repairing technology equipment and networks. The knowledge and understanding of computers will enable our student to make necessary repairs quickly and accurately.

Students will be able to access school technology before and after school and from remote locations using web based programs.
- Students will have the opportunity to access the school's technology facilities before and after regular school hours at the high school. Students will have access to curriculum software provided during the regular school day. This access will include various programs relating to assignments, tutoring labs, and library facilities.
- Students and parents will continue to have access to Edline—a program that allows access to student grades and assignments through the Internet.
- Students and parents have access to the Encyclopedia Britannica at school and at home.
- Students have access to JEDI at home and at school.

In addition, technology will be used in our district
- To assist our students with disabilities enabling them to meet the goals in their IEPs
- For students to gain the opportunity of a rich academic and cultural experience using the Distance Learning Lab at the high school
- To continue to enhance the curriculum for students in grades 1-12 by using the wireless computer labs
- To improve student achievement of students in grades K-12 with the continued use of the building computer labs
- To enable all students to demonstrate appropriate grade-level technology proficiencies as identified in the National Educational Standards for Students.

Mountain Home School District has adopted the ISTE National Educational Technology Standards and Performance Indicators for Students as student standards for technology in our district. These standards give specific and meaningful benchmarks for children at each educational experience level. They are very flexible and may be used with many instructional methods and types of resources. Since they are conceptual and not specific, they will remain current over time despite the rapid change in technology innovations.

Our teachers will use these standards and profiles as guidelines for planning technology-based activities that will enhance student learning, communication, and life skills. These Standards are listed in this document.

Based on the input from teachers in the Mountain Home School District, the curriculum committee proposes the following goals to further enhance the integration of technology over the next three years in our district.
- Adding learning pods of 3-4 computers per classroom in the grades 1-4
- Adding/maintaining wired/wireless computer labs in grades K-12
- Budgeting for multimedia projectors to be installed in the classroom and connected to teacher computer is moving into the third year of implementation and will continue
- Continue using web-based software for student remediation
- Providing additional technology and software as needed
- Provide new and emerging technologies as needed

Mountain Home Public Schools will encourage classroom teachers to integrate technology as much as is feasible to enhance student learning and to assist in accomplishing lesson objectives. Our teachers will model the type of behavior we are training the students to use in the job market or in the pursuit of post-secondary education.

The ISTE
National Educational Technology Standards and Performance Indicators for Students

1. Creativity and Innovation
Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. Students:
   a. apply existing knowledge to generate new ideas, products, or processes.
   b. create original works as a means of personal or group expression.
   c. use models and simulations to explore complex systems and issues.
   d. identify trends and forecast possibilities.

2. Communication and Collaboration
Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. Students:
   a. interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media.
   b. communicate information and ideas effectively to multiple audiences using a variety of media and formats.
   c. develop cultural understanding and global awareness by engaging with learners of other cultures.
   d. contribute to project teams to produce original works or solve problems.

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

4. Critical Thinking, Problem Solving, and Decision Making
Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources. Students:
   a. identify and define authentic problems and significant questions for investigation.
   b. plan and manage activities to develop a solution or complete a project.
   c. collect and analyze data to identify solutions and/or make informed decisions.
   d. use multiple processes and diverse perspectives to explore alternative solutions.

5. Digital Citizenship
Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior. Students:
   a. advocate and practice safe, legal, and responsible use of information and technology.
   b. exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.
   c. demonstrate personal responsibility for lifelong learning.
   d. exhibit leadership for digital citizenship.

6. Technology Operations and Concepts
Students demonstrate a sound understanding of technology concepts, systems, and operations. Students:
   a. understand and use technology systems.
   b. select and use applications effectively and productively.
   c. troubleshoot systems and applications.
   d. transfer current knowledge to learning of new technologies.

NETS for Students 2007 profiles

The numbers in the parentheses after each item identify the standards (1-6) most closely linked to the activity described. Each activity may relate to one indicator, to multiple indicators, or to the overall standards referenced.

Standards
1. **Creativity and Innovation**
2. **Communication and Collaboration**
3. **Research and Information Fluency**
4. **Critical Thinking, Problem Solving, and Decision Making**
5. **Digital Citizenship**
6. **Technology Operations and Concepts**

Grades PK–2 (Ages 4–8)

The following experiences with technology and digital resources are examples of learning activities in which students might engage during PK-Grade 2 (Ages 4-8):

1. **Illustrate and communicate original ideas and stories using digital tools and media-rich resources. (1,2)**
2. **Identify, research, and collect data on an environmental issue using digital resources and propose a developmentally appropriate solution. (1,3,4)**
3. **Engage in learning activities with learners from multiple cultures through e-mail and other electronic means. (2,6)**
4. **In a collaborative work group, use a variety of technologies to produce a digital presentation or product in a curriculum area. (1,2,6)**
5. **Find and evaluate information related to a current or historical person or event using digital resources. (3)**
6. **Use simulations and graphical organizers to explore and depict patterns of growth such as the life cycles of plants and animals. (1,3,4)**
7. **Demonstrate safe and cooperative use of technology. (5)**
8. **Independently apply digital tools and resources to address a variety of tasks and problems. (4,6)**
9. **Communicate about technology using developmentally appropriate and accurate terminology. (6)**
10. **Demonstrate the ability to navigate in virtual environments such as electronic books, simulation software, and Web sites. (6)**

Grades 3–5 (Ages 8–11)

The following experiences with technology and digital resources are examples of learning activities in which students might engage during Grades 3-5 (Ages 8-11):

1. **Produce a media-rich digital story about a significant local event based on first-person interviews. (1,2,3,4)**
2. **Use digital-imaging technology to modify or create works of art for use in a digital presentation. (1,2,6)**
3. **Recognize bias in digital resources while researching an environmental issue with guidance from the teacher. (3,4)**
4. **Select and apply digital tools to collect, organize, and analyze data to evaluate theories or test hypotheses. (3,4,6)**
5. **Identify and investigate a global issue and generate possible solutions using digital tools and resources (3,4)**
6. **Conduct science experiments using digital instruments and measurement devices. (4,6)**
7. **Conceptualize, guide, and manage individual or group learning projects using digital planning tools with teacher support. (4,6)**
8. **Practice injury prevention by applying a variety of ergonomic strategies when using technology. (5)**

9. Debate the effect of existing and emerging technologies on individuals, society, and the global community. (5,6)
10. Apply previous knowledge of digital technology operations to analyze and solve current hardware and software problems. (4,6)

Grades 6–8 (Ages 11–14)

The following experiences with technology and digital resources are examples of learning activities in which students might engage during Grades 6-8 (Ages 11-14):

1. Describe and illustrate a content-related concept or process using a model, simulation, or concept-mapping software. (1,2)
2. Create original animations or videos documenting school, community, or local events. (1,2,6)
3. Gather data, examine patterns, and apply information for decision making using digital tools and resources. (1,4)
4. Participate in a cooperative learning project in an online learning community. (2)
5. Evaluate digital resources to determine the credibility of the author and publisher and the timeliness and accuracy of the content. (3)
6. Employ data-collection technology such as probes, handheld devices, and geographic mapping systems to gather, view, analyze, and report results for content-related problems. (3,4,6)
7. Select and use the appropriate tools and digital resources to accomplish a variety of tasks and to solve problems. (3,4,6)
8. Use collaborative electronic authoring tools to explore common curriculum content from multicultural perspectives with other learners. (2,3,4,5)
9. Integrate a variety of file types to create and illustrate a document or presentation. (1,6)
10. Independently develop and apply strategies for identifying and solving routine hardware and software problems. (4,6)

Grades 9–12 (Ages 14–18)

The following experiences with technology and digital resources are examples of learning activities in which students might engage during Grades 9-12 (Ages 14-18):

1. Design, develop, and test a digital learning game to demonstrate knowledge and skills related to curriculum content. (1,4)
2. Create and publish an online art gallery with examples and commentary that demonstrate an understanding of different historical periods, cultures, and countries. (1,2)
3. Select digital tools or resources to use for a real-world task and justify the selection based on their efficiency and effectiveness. (3,6)
4. Employ curriculum-specific simulations to practice critical-thinking processes. (1,4)
5. Identify a complex global issue, develop a systematic plan of investigation, and present innovative sustainable solutions. (1,2,3,4)
6. Analyze the capabilities and limitations of current and emerging technology resources and assess their potential to address personal, social, lifelong learning, and career needs. (4,5,6)
7. Design a Web site that meets accessibility requirements. (1,5)
8. Model legal and ethical behaviors when using information and technology by properly selecting, acquiring, and citing resources. (3,5)
9. Create media-rich presentations for other students on the appropriate and ethical use of digital tools and resources. (1,5)
10. Configure and troubleshoot hardware, software, and network systems to optimize their use for learning and productivity. (4,6)

Technology Assessment
Professional Development

The Mountain Home Public School District is very committed to professional development of teachers, administrators, and non-certified staff. All Mountain Home Public School teachers will receive training that will lead to proficiency in the ISTE (International Society for Technology in Education) National Educational Technology Standards for Teachers. This training will allow them to integrate technology into their curriculum and do necessary administrative tasks.

Teachers and staff are surveyed at least once every year and asked to give input into the type of professional development they need. Professional development workshops are then planned around their needs.

Our district gears professional development toward integrating technology into the curriculum. We have used both district funds and Federal funds to fund this training. Every teacher and administrator in our school has had some integration training, and we will continue to offer professional development on an ongoing basis.

Numerous workshops and seminars have been made available to the faculty. Every teacher in the school has had at least 6 hours of technology professional development during each school year. Many of our teachers complete more than the required 6 hours of training.   Some of our teachers have completed the LOTI (Levels of Technology Implementation) pre-training self assessment. This assessment identifies professional development needs by accessing the current levels of instructional practice and personal computer use of the instructor.   We encourage all our teachers to take this assessment.

Each year, we plan to offer our teachers a technology day during district in-service days. We will offer break-out sessions with various technology topics offered. The teacher can choose the session topics that will be of value to them.

Our training supports access to technology and the infrastructure. In addition, teachers and students are trained on cyber ethics, our district's acceptable use policy and ways to use the communication systems we have in place, such as telephones and email.

In addition, there will be numerous workshops given in applications, such as Microsoft Office, GradeQuick, Edline, TRIAND, AETN IDEAS, and new and emerging technologies. We plan to continue this training on an ongoing basis as we continue to offer our teachers and staff quality technology professional development.

To determine the effectiveness of the technology integration, our principals will evaluate every teacher on their use of technology in the classroom during their regular evaluations.

The focus of our professional development plan is teaching and learning, not hardware and software. Each teacher is to examine the curriculum content his or her students will be learning during the year and then use available technology tools to make the

learning more effective. We will continue to provide meaningful and on-time professional development to our staff so that we can both utilize the technology we have in place and train teachers in new and emerging technologies.

We also train teachers on how to use special technology tools that are available to assist them and our special needs students.

Currently, each classroom teacher has a computer for his/her own use and access to many technology tools. However, we have not fully realized the goal of true integration of technology into the classroom curriculum. The district will continue to provide the professional development needed by the faculty to promote optimal learning and achievement by the students.

- All teachers and media specialists will integrate technology into classroom learning curricula.

1. Each year allocate a percentage of the technology budget for professional development.
2. Include the integration of technology into all classrooms as part of each building's ACSIP (Arkansas Comprehensive School Improvement Plan).
3. Offer and facilitate professional development in integrating emerging technology into teaching and learning. The professional development offered will include but not be limited to: accelerated reader, accelerated math, star reader, star math, remediation software, electronic writing portfolios, science workshop, Pasco interactive equipment, distance learning, Athena, on-line subscription services, Inspiration, Kidspiration, Microsoft Office programs, ALMS, EZAIP, JEDI, United Streaming, etc.
4. Provide opportunities and support for educators to develop model practices using technologies.
5. Track teacher's professional growth and development along a continuum of clearly identified technology skills and competencies. These skills and competencies will be evaluated by pre- and post- questionnaires/surveys that will be developed to determine the level of technological integration the teacher has achieved in the classroom as well as the level of mastery of ISTE standards for teachers.
6. Require all new teachers to meet minimum standards in the use of information technology by the end of their first year in the district as evaluated by building principals using district evaluation tools.
7. Include in every technology in-service a focus on classroom integration and provide teachers with the necessary support and tools to develop curriculum and guides for the effective use of the technology in a meaningful way that will impact student achievement and state test scores.
8. Provide professional development above and beyond the six hours required of Arkansas teachers.

In the past, we have offered extensive technology professional development Our goal is to continue training our 250+ teachers to insure they are proficient in the skills needed to provide available technology as an integral part of their lessons. In addition, our district provides each teacher with a networked computer on their desk.

We have over twenty-five computer labs, multiple stations in each library, and many other technology resources which are available for classroom use such as SmartBoards, Digital Camera's, Camcorders, Digital Presenters, Wireless Labs, Laptops, Multimedia Projectors, etc.

- All teachers, administrators and clerical support staff will use technology for administrative tasks, as appropriate.

1. Require administration to communicate with staff and faculty via email.
2. Supplement and complete in-service training for existing staff in the following areas: Gradequick, electronic mail, attendance, discipline, and maintenance requests. Provide training for Microsoft Office, including Word, Power Point, Excel, Edline, ALMS (Arkansas Learning Management System), EZAIP, etc.
3. Require all new teachers to meet basic standards in the use of information technology by the end of their first year in the district as evaluated by building principal using district evaluation tools. Seek to hire new teachers who have technology training during their pre-service education as outlined in the ISTE National Educational Technology Standards Performance Indicators for Pre-service Training for teachers.
4. Require each staff member to use the available technology to perform daily tasks.
5. Offer professional development to educators in basic technology competencies such as ISTE National Educational Technology Standards for teachers.
6. Track teacher's technological growth and development along a continuum of clearly identified technology skills and competencies. These skills and competencies will be evaluated by pre- and post- questionnaires/surveys that will be developed to determine the level of technological integration the teacher has achieved in the classroom as well as the level of mastery of ISTE standards for teachers.

The Mountain Home School District provides professional development in the use of e-mail, Gradequick, Edline, and other housekeeping tasks that teachers perform on a regular basis. Teachers are required to use technology in keeping attendance and an electronic grade book, which is posted regularly to the web for parent access. Teachers also communicate via e-mail with colleagues and parents. We expect all classroom teachers to meet the ISTE standards and performance indicators.

- Technical support for teachers/staff will be offered on a constant and continuing basis.

1. Require that each teacher acquire at least six hours of technology training each year by providing to them web-based training, in-service sessions, conferences, "just in time" training sessions, distance learning, and professional development in basic technology competencies such as ISTE National Educational Technology Standards for Teachers.
2. Establish tip sheets and provide software manuals in building libraries.
3. Library Media Specialists will serve as technology leaders and provide on-site mentoring in each building.
4. Hire one or more Instructional Technologists who will work with the staff on learning and using technology in their content area.

5. Develop and use online surveys to reveal areas for specific training emphasis.
6. Have an on-line registration for technology training.
7. Train administrators to be the technology leaders of the school.
8. Have on-site technicians available to repair equipment in a timely manner.

There is a real need in our district for immediate and constant technical and software support for staff members in our district. With limited staff available for troubleshooting and solving problems, our classrooms and offices are often left helpless in the midst of important activities. It is difficult to have someone waiting to help each person that needs it, especially in a district that is as widespread as we are. We propose to designate Library Media Specialists as computer "experts" in each building; available to help teachers with problems that can't wait. This would provide timely attention to technology problems. If this type of development and support is provided, the use of technology will flourish.

We realize that learning new skills requires change, which does not happen quickly or easily. All change is risk-taking for the participant and creates a loss of comfort and confidence. We will strive to create professional development experiences that will address these issues and will offer follow-through until the new skills become comfortable to our teachers and staff.

Technology Standards for Teachers

Mountain Home Public Schools has adopted the proposed NETS Standards for Teachers for 2008 as our standards.

Digital-age teachers perform and model the National Educational Technology Standards for Students as they design, implement, and assess learning experiences to improve student learning and engagement; enrich professional practice; and provide positive models for students, colleagues, and the community. All teachers should be prepared to meet the following standards and performance indicators.

Teachers:
1. Facilitate and Inspire Student Learning and Creativity
Teachers use their knowledge of teaching, learning, and technology to facilitate learning experiences that advance student creativity and innovation in both face-to-face and virtual environments. Teachers:

promote, support, and model creative and innovative thinking and inventiveness

engage students in exploring real-world issues and solving authentic problems using digital tools and resources

promote student reflection using collaborative tools to illuminate their own thinking, planning, and creative processes

model knowledge construction and creative thinking by engaging in face-to-face and virtual learning with students, colleagues, and others

2. Design Digital-Age Learning Experiences and Assessments
Teachers plan and design authentic learning experiences and assessments incorporating contemporary tools and resources to maximize content learning in context and to develop the knowledge, skills, and attitudes identified in the NETS•S. Teachers:

design or adapt relevant learning experiences to incorporate digital tools and resources that promote student learning and creativity

develop technology-enriched learning environments that enable students to become active participants in setting their own educational goals, managing their own learning, and assessing their own progress

customize and personalize student learning activities to address a variety of learning styles, working strategies, and abilities through the use of digital tools and resources

provide students with multiple and varied formative and summative assessments aligned with content and technology standards and use resulting data to inform learning and teaching

3. Model Digital-Age Work and Learning
Teachers exhibit knowledge, skills, and work processes that are representative of an innovative professional in a global and digital society. Teachers:

demonstrate fluency in the application of technology systems and the transfer of current knowledge to learning of new technologies

collaborate with students, peers, parents, and community members using digital tools and resources to support student success and innovation

communicate relevant information and ideas effectively to students, parents, and peers using a variety of digital-age media and formats

model and facilitate effective use of current and emerging digital tools to locate, analyze, evaluate, and use information resources to support research and learning

4. Promote Digital Citizenship and Responsibility
Teachers understand local and global societal issues and responsibilities in an evolving digital culture and exhibit legal and ethical behavior in their professional practices. Teachers:

advocate, model, and teach safe, legal, and ethical use of digital information and technology, including respect for copyright and the appropriate documentation of sources

address the diverse needs of all learners by using learner-centered strategies and providing access to appropriate digital tools and resources

promote digital etiquette and responsible social interactions related to the use of technology and information

develop and model cultural understanding and global awareness by engaging with colleagues and students of other cultures using digital age communication and collaboration tools

5. Engage in Professional Growth and Leadership

Teachers continuously improve their professional practice and exhibit leadership in their classroom, school, and professional community by promoting and demonstrating the effective use of digital tools and resources. Teachers:

participate in local and global learning communities to explore creative applications of technology to improve student learning

exhibit leadership by embracing a vision of technology infusion, participating in shared decision-making and community building, and developing the leadership skills of others

evaluate and reflect on current research and professional practice on a regular basis to make effective use of existing and emerging digital tools and resources in support of student learning

contribute to the effectiveness, vibrancy, and self-renewal of the teaching profession and of their school and community

The ISTE Standards for Administrators have been adopted as standards for the Mountain Home Public School administrators.

Technology Standards for School Administrators
Framework, Standards, and Performance Indicators

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

Educational leaders:

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

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

Educational leaders:

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

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

Educational leaders:

A. model the routine, intentional, and effective use of technology.
B. employ technology for communication and collaboration among colleagues, staff, parents, students, and the larger community.
C. create and participate in learning communities that stimulate, nurture, and support faculty and staff in using technology for improved productivity.
D. engage in sustained, job-related professional learning using technology resources.

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

F.   use technology to advance organizational improvement.

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

Educational leaders:

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

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

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

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

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

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

Educational leaders:

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

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

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

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

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

Educational leaders:

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

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

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

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

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

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

Current Technology Assessment
Equitable Use of Technology

Technology is readily available to every student, faculty and staff member in the district. Every teacher, administrator and clerical support person in the Mountain Home Public School District has a computer on his/her desk. Each classroom has at least one student computer. In addition, each school has at least one computer lab for student use. Each school also has mini labs in the school's library for student use. All schools except Kindergarten have wireless labs that can be rolled into any teacher's classroom. Laptop computers are used by speech therapists for speech evaluation.

The district provides technology to assist our handicapped students. We provide a Braille scanner, embosser, and Braille and Speak for visually handicapped students. We have large screen monitors and speak and write software for computers for hearing disabled students. Some special education computers have touch screen monitors.

We also provide software which addresses the needs of students with learning disabilities. Examples of this software are Kurzweil, Write Out Loud, JAWS, and Dancing Dots programs.

Our special Education department uses SEAS, Special Education Automated Software, to facilitate due process, pull class lists and rosters and for Medicaid billing.

Current Technology Assessment
Current Technology Inventory

Procedures for maintaining the technology inventory at Mountain Home Public Schools are as follows:

•An up-to-date inventory of all equipment over $1000 will be maintained on the school's financial program through APSCN.

•Technology equipment items under $1000 will be inventoried in the individual schools for insurance purposes. The technology department also maintains an inventory of all technology equipment over $100. Each piece of equipment is tagged with a bar code and is inventoried each year.

•The technology coordinator will maintain an inventory of all site, district, school and multiple user software licenses.

•Each classroom inventory will contain a list of all software with individual user licenses on the computers in that room.

•The technology coordinator will maintain an inventory of all equipment used in the infrastructure of the school, including servers.

•The director of maintenance and operations will keep an inventory of electrical systems and telephone services for the district.

•The director of curriculum will keep a record of the in-service training for the district staff.

• Procedures have been developed for recording the purchase of new equipment, relocating equipment and for equipment check out.

Replacement/Upgrade Plan for Computers

This plan will set out procedures for replacing or upgrading Computers at Mountain Home Public Schools.

1. Computers for Administrative Users and Teachers will be replaced or upgraded on a 4 year cycle or as needed.
2. Computers in High School Business Education, Technology Labs, K-12 curriculum labs and libraries shall be replaced or upgraded every 5 years or as needed.
3. Equipment from High School Business Education Labs shall be placed in Junior High and Middle School Business Education Labs.
4. Replaced computers shall be recycled into classrooms and computer labs as needed to replace obsolete equipment there and provide for more student workstations.
5. Obsolete, non-working equipment shall be disposed of according to state policy.

There are 1805 multimedia computers and laptops which are connected to the school's network. All 303 of our district's classrooms are wired for Internet.   In addition, each school has several multimedia projectors, at least one Smartboard, Mimeos, and numerous other technology equipment such as GPS receivers, visual presenters, and graphing calculators.

Needs Assessment

After evaluating our previous technology plan, a needs assessment was done identifying the technology needs of the district and its stakeholders.

This was done through an on-line survey, which was completed by 223 users.

Users, primarily teachers, were surveyed about various needs and concerns. They were asked to access their skill levels at using basic technology tools, multimedia tools, communication tools, and research and problem solving tools.

Teachers were asked about the accessibility of technology to them and their classrooms and asked them about their perceptions concerning technology support available to them.

Teachers were asked which educational technologies they currently use in teaching and to choose the level of training needed in 25 different areas. Professional development will be presented to address these needs.

They were also surveyed about their interest level in attending technology-related professional development under various conditions and to list their concerns about using educational technology.

We will use the results of this survey to address the needs of the district for educational technology.

Additionally, to help teachers with the integration of technology in their classrooms and to provide more professional development opportunities and one-on-one training opportunities, we will hire an instructional technologist as funds become available. This person will support the faculty, staff and students of the Mountain Home Public Schools develop both technology-enhanced course materials and technological knowledge.

We also found that remediation for the benchmark tests and standardized tests was a need, so the district will continue to purchase remediation software for grades K-12 each school year. This software will be used both at school and because it is web based, can also be used by the students at home.

GOALS, OBJECTIVES AND STRATEGIES FOR TECHNOLOGY

Mountain Home Public Schools has set the following goals, objectives and strategies for technology for the three year period 2009-2012.

Goals	Time Line	Assessment Methods
Students will attain grade level appropriate technology proficiencies as identified by NETS	2009 and ongoing	Students will have a check sheet to check off NETS technology skills they acquire and or possess. Principals will develop and evaluation tool to assess student's knowledge level.
The use of technology tools and software will directly impact student performance by enhancing the learning environment.	2009 and ongoing	Student Benchmark and standardized test scores. Dropout rate and attendance rate. Software and hardware budgets.
All teachers and media specialists will integrate technology into their curriculum	2009 and ongoing	Technology interventions will be given in ACSIP for each school. Professional development opportunities will be offered to teachers and technology teams. Data is collected from ACSIP. Survey will be given to teachers to determine needs.
All administrative employees and faculty/staff will use technology as a tool for administrative tasks.	2009 and ongoing	Building principals and supervisors will evaluate the use of technology during staff evaluations. Each employee will complete a technology survey each year. Employees are encouraged to do an on line LOTI assessment each year.
Adequate funding will be provided for technology hardware, software, professional dev., support and other technology needs.	2009 and ongoing	Technology Budget. Data collected will include budget sheets and audits of technology budget.
Learning pods of 3-4 computers placed in K-12 Classrooms as needed to improve students achievement	2009 and ongoing	Student Bench mark and standardized test scores and classroom inventories.

The LAN/WAN Infrastructure of Mountain Home School's Network will be maintained and upgraded as needed.	2009 and ongoing	Network usage data and input from users of the LAN/WAN.
Our district's students and staff will have equitable use of technology and adaptive technology will be made available to students with disabilities	2009 and ongoing	Student to computer ratio. Teacher to computer ratio. Students with disabilities will be provided with equipment and software needed to implement IEPS. Observation of accessibility of equipment by building principal.
Professional development and technical support for teachers will be offered on a constant and continuing basis, allowing them to be proficient technical users of the network and all technology resources provided.	2009 and ongoing	Teacher professional development surveys, sign-in sheets for in-services, technology team meeting minutes. Payroll records.
Students, parents and employees will be able to access useful and relevant school technology after school hours.	2009 and ongoing	Sign-in sheets from before/after school users, data collection from Edline Website and district website.
Add, update and expand computer labs, wired or wireless, as needed in grades K-12 to improve student achievement.	2009 and ongoing	Success of student learning as demonstrated by benchmark scores and progress made in using equipment. An inventory of computers. Computers are upgraded according to computer upgrade policy.
Distance Learning will be used to enhance instruction, provide advanced courses, and provide remediation for students. It will also be used for professional development and to facilitate meetings.	2009 and ongoing	Semi-annual reports to State Distance Learning Department, logs of classes, student success, maintenance logs.

Policies and Procedures

Mountain Home Public Schools has adopted Policies and Procedures for the use of computers, technology and the District's network.

A Student Computer User Policy is in place and is updated yearly to meet the ever-changing pace of technology innovations. This policy is placed in all student handbooks and must be signed by the student and the parent each year. See Page 52 for a copy of this policy.

A Faculty/Staff/Community Computer User Policy is in place and is updated yearly. This policy is in the district Personnel Policy handbook and must be signed each year. This policy also covers any casual user of the network. All users must read and sign off on the user policy before they can use a computer on our District's network. See Page 58 for a copy of this policy.

A Software User Policy is in place and will be updated as needed. This policy is on the district's website at http://bombers.k12.ar.us/technology/softwarepolicy.htm.

Mountain Home Public Schools has also developed procedures for the following:
1. Relocating Equipment
2. Request for Hardware and Software
3. Request for Recycled computers for the classroom
4. Temporary Equipment moves
5. Wireless Lab Checkout forms and Wireless Lab Student Use forms
6. Technology In-service sign in and evaluation forms.
7. Verification of Technology In-service hours
8. Request to reserve check-out equipment
9. Procedures for the use of checked-out equipment
10. Presenter form for Using Dunbar Auditorium

Forms for the above procedures can be found on the District's website at
http://bombers.k12.ar.us/technology/Tech_forms.html.

Technology Infrastructure, Management and Support

The Mountain Home School District has single-mode and multi-mode fiber connecting all the campuses together on a 10/100/1000 Mbps backbone. The Special Ed., Kindergarten, Maintenance and Operations, Bus Garage, and Guy Berry buildings are connected to a Cisco Catalyst 3750 layer-three switch. The Junior High is connected to the High School over a 1000 Mbps single mode fiber connection. The Nelson-Wilkes-Herron buildings are connected through a 1000 Mbps fiber connection connecting two HP Procurve switches and then connected to the High School over a 100 Mbps single-mode fiber line into a Cisco Catalyst switch. The Central Office is connected to the High School's Cisco Catalyst 3750 switch by a 1000 Mbps multi-mode fiber connection. The High School and Pinkston Middle School buildings are connected to each other by a 100 Mbps single-mode fiber connection. Each school has been sub-netted into its own broadcast domains and connected to the rest of the network through layer-three switching.

Two T1 lines to APSCN have been installed at the high school technology center and the firewall, email filter, email server, and web server are located there also. We are connected to the statewide WAN by a router located in the High School Technology Center. Currently, we are limited to 10 Mbps connections between most schools by APSCN, who has a contract with our provider, Century Tel. However, we are in the process of purchasing and upgrading these lines as funding becomes available.

The high school technology center is also home to the district's distance learning lab, which is connected to the state's distance learning network through a dedicated T1 line. This T1 line is also available for internet and APSCN bandwidth when not being used for video conferencing.

Every classroom in the district is connected to the LAN and has network and internet access. Each year, buildings will be upgraded with more switches and hubs to accommodate the growing number of computers in each building.

All buildings and all classrooms are connected to the LAN. The network is segmented with layer-three switches to make more efficient use of the available bandwidth. In addition to these two layer-three switches, there are numerous 10/100/1000 Mbps switches at critical locations throughout the school's network.

Our LAN interfaces with the state's high-speed telecommunications backbone WAN through APSCN for K-12 instructional, curricular and administrative programming.

Mountain Home Public Schools will constantly endeavor to improve its infrastructure to allow for emerging technologies and will provide the support staff and training necessary to keep the network functioning.

Workstations

We have approximately 1800 workstations attached to the LAN. These workstations are used by students, teachers and administrative staff. All workstations are Pentium III Processor or greater and most run Windows XP.

Wireless LAN

The district has approximately 450 wireless laptop computers in mobile labs. There are seven labs of 20-25 computers in the High School, five 15-station lab at Pinkston Middle School, four 15 station labs at the Junior High, 1 25 station lab at Guy Berry Intermediate, and four 20 station labs at Nelson Wilks Herron Elementary. These labs are mobile and can be moved from room to room for classroom use. The district hopes to begin adding fixed wireless access points into the network infrastructure for administrative use and to eventually continue the expansion of the wireless infrastructure to include campus-wide coverage. One goal is to provide administrators with wireless devices in order to access student information and critical data without being restricted to accessing the data from their offices. We also have added a new wireless lab which can be used in conjunction with the Distance Learning Lab for Virtual School connectivity and for teacher workshops.

Servers

Mountain Home Public Schools upgraded its servers in 2007, and will continue to upgrade as the need arises. These servers have a minimum of 4 GB Ram, dual Pentium Xeon processors and five 73 Gigabyte RAID 5 hard drives. The district has a total of 16 servers to serve the 6 schools, the central office, maintenance and operations, an email server and web server as well as servers for thin client workstations and the Arkansas Learning Management System (ALMS) software package. The district plans to begin a process of replacing the oldest servers in order to meet the demands of network traffic, usage and storage. Our plans include placing at least one server at each campus to allow users to access networked software without placing added strain on the infrastructure and thus reducing inter-building traffic.

Network Operating System

The network operating system used by the Mountain Home Public Schools is Windows 2003. The district's e-mail is on a Microsoft Exchange 2003 server running on Windows Server 2003.

Software

Appropriate networking software has been purchased and will continue to be purchased as the need arises. We have ample licenses for all networked software in the district. In addition, most classrooms have individual software programs that have been purchased by the district. These programs are not included on the district software inventory, but are on each individual classroom inventory, since they are licensed for one computer only.

Uninterruptible Power Supply (UPS)

All servers and other vital equipment such as major hubs and switches are protected from power outages by being connected to a UPS. The UPS will shut down the server in the event of power loss, thus preventing the loss or corruption of data.

Electrical

The district has provided and will continue to provide adequate electrical systems to support the network and computers.

Backup System

Information on all servers is backed up daily and copies of the backups are kept both on and off site. We keep a ten-day rotation. The district uses Microsoft Backup software for backups.

Firewall and Filtering

The district has a Cisco Pix firewall located in the technology department. We are currently using the state filtering system 8e6 with local control. We also use a Barracuda server for email spam and virus control in addition to utilizing the state's anti-virus and spam labeling system. We are CIPA compliant.

Cabling

All cabling throughout the district buildings is UTP Cat 5 cable. Fiber Optic cable runs between the buildings. We are using 10/100/1000 mbps connections. All cable has been certified to work with 1000 Mbps. All major hubs and switches are 10/100 auto-switching; several of the critical backbone switches are 10/100/1000. We have also installed two layer-three switches at the High School and at Pinkston Middle School.

Telecommunications Services

The district currently has approximately 125 telephone and fax lines. We anticipate adding approximately 10 new lines each year. In addition, there are 60 cell phones which include those for administrators, instructors and the transportation department. We anticipate adding approximately 10 new cell phones each year. Many of these cell phones are equipped with touch-to-talk features for immediate contact between appropriate administrators and key personnel in case of emergency.

E-Rate Funding

In the past we have been unable to acquire any e-rate funds for internal connections because our discount rate was not high enough. However, we do get funds for telecommunications and internet connections, which in turn allow us to have more money for technology. We do hope to be able to qualify for internal connections at some time. Every year we upgrade our infrastructure by adding fiber, cabling, switches, hubs, firewall, wireless access, and software programs to help manage the infrastructure, etc. as needed.

Appropriate Use Policy

Our district has developed and will enforce our Network Appropriate Use policy for both students and staff. We review and revise this policy each year as needed.

Schematic Drawings

A chart of the schematics and the infrastructure layout of the district's LAN and a chart of the current subnets and router connections is available in the technology coordinator's office.
In addition, there are copies of the wiring schematics of each school on file at the technology coordinator's office. The wiring closets are listed as TCs (technology centers) on the drawing. In each TC, there are major Ethernet switches and at least one of the TCs is the point where fiber comes into the school. The drawings also indicate jack locations in each classroom.

Technology Support Team

Mountain Home Public Schools will staff a technology department that will meet the hardware and software support needs of the district. The district provides the following technology support resources for the school:

•A district-wide technology coordinator promotes the coordination of all technology services within the school district including planning, purchasing, developing standards and specifications, overseeing network operations, maintenance and operations of computers and systems, inventory, and professional development.
•A systems administrator provides technical support and assistance in the installation, placement, support and administration of microcomputer systems, web pages and networks within the Mountain Home Public School District.
•Microcomputer systems technicians will provide technical support in the installation, placement, support and maintenance of microcomputer systems within the Mountain Home Public School District.
•The district will set aside funds in the technology budget for hiring experts, extra support and consultation on an as needed basis.
•Teachers who are trained in A+, Cisco Networking, and various software programs are a support resource to the district.
•A web-based electronic trouble reporting system is used.
•Technology support team members take training and attend conferences to keep up to date.
•The district is looking to add an instructional technologist and if needed, a distance learning lab facilitator.

The technology support team at Mountain Home Public Schools consists of the district technology coordinator, a systems/network administrator and 2 computer technicians. All four are full-time positions. The school also has funds budgeted for professional services. Experts are hired on an as-needed basis from these funds. In addition, we offer high school courses in A+ Certification and Cisco networking.

Requests for technology help are submitted electronically through a web-based program "Trouble Trakker." All school staff members are set up as users and may submit a request at any time. The request is immediately emailed to the technology coordinator, who selects the appropriate person to work on the problem and assigns it to him/her. The technician resolves the problem and completes a report that is automatically e-mailed to both the technology coordinator and the person who submitted the problem, letting them know the status of the problem. Our response time is approximately 1-2 days.

The technology team is responsible for maintaining and updating the school's website at http://bombers.k12.ar.us.

Technology support staff is encouraged to attend conferences, workshops, state meetings and visit other school districts to keep up with emerging technologies. Each year the technology coordinator attends the National Educational Computing Conference (NECC). The Technology coordinator is a member of ARDLA, ISTE, ISTE SIGTC, and ARKSTE. All technology employees are members of ARKSTE and annually attend the Hot Springs Technology Institute. Funds are available in the budget for educational workshops. The technology staff attends training workshops as needed throughout the year to keep up to date.

Technology Budget Narrative

Adequate funding will be provided to ensure that Mountain Home School students and staff will have access to and develop proficiency in the use of technology to meet our instructional goals.

- Technology initiatives and plans will be budgeted for and appropriately funded.
- The district will use multiple funding sources.
- The district will allocated technology funds to professional development.
- The budget will allow for the upgrading and replacement of obsolete equipment.
- The technology budget will allow for software purchases and upgrades.
- The budget will provide sufficient funds to maintain and improve the technology program at Mountain Home Public Schools.

Mountain Home Public Schools has focused on providing funding for technology in the past and will continue this focus. The projected district budget for the next three years is approximately $950,000 per year. This funding comes from a variety of sources including local operating funds and Federal grants such as Carl Perkins and Title I. Teachers can also apply for grants for technology through the Mountain Home Educational Foundation which funds teacher grants up to $1000 per year. This figure also includes anticipated E-rate fund reimbursements.

The largest percentage of funding for technology is provided through local general operating funds. Our budget includes line items for equipment, equipment repairs, software, infrastructure, purchased services, technology supplies, professional development, program improvement, salaries and miscellaneous.

Adequate funds will be made available for the upgrading and maintenance of our district infrastructure. These funds will be used for fiber additions and maintenance, Cat 5 cabling, switches, hubs, routers, and other network connectivity needs.

The state of Arkansas provides us with a LAN which includes fiber to each of nine buildings and 3 T1 lines. One of these T1 lines is for distance learning, but is tied in with the other lines so that when it is not used for video conferencing, it can be used for data transmission.

Telecommunications services which include phone and long distance service and cellular service are funded through maintenance and operations from the general operating fund.

Technology professional development at Mountain Home Public Schools is funded through multiple sources including the technology budget, individual school budgets, district-wide curriculum budget and federal funds. The professional development budget will reflect the focus on technology professional development during the next 3 years.

A replacement/upgrade plan for computers is in place to assure that computers are placed in the most needed places in a timely manner and that obsolete equipment is disposed of properly.

The technology budget will have adequate funds for software purchases, licenses, maintenance, and upgrades to ensure that the curriculum and administrative goals are met.

The budget provides for funds for emerging technologies and innovative programs so that our students and administrative users can utilize technology both today and in the future to meet our goals. The budget also provides for adequate supplies and materials for technology.

Technical support will be funded as needed to insure the effective use of the district's technology. This support will be for maintenance, network support, purchasing, professional development, teacher support, inventory, software support, etc. as needed by the students and employees of the district.

Technology Plan Implementation
Action Plan Narrative

The Mountain Home School District Technology Plan will be implemented during the 2009-10, 20010-11, and 2011-12 school years. The goals in this action plan address curriculum integration, professional development, Infrastructure and telecommunications services and equitable use of technology throughout the district.

Action Plan for 2009-10 school year.

1. Technology interventions in each school's ACSIP plan will be implemented.
2. Students will attain grade level technology proficiencies as identified by NETS.
3. All teachers and media center specialists will integrate technology into their curriculum
4. Adequate funding will be provided for the technology needs of the district.
5. Learning pods of 3-4 computers per classroom will be placed in grades 1-4 as funds allow.
6. The LAN infrastructure of Mountain Home School's Network will be maintained and upgraded as needed.
7. The fiber links between schools will be upgraded as allowed by APSCN.
8. Adaptive technology will be made available to students with disabilities.
9. Professional development and technical support for teachers and staff will be offered on a constant and continuing basis.
10. Computer labs or wireless labs will be added as the budget permits in grades K-12.
11. Students, patrons, and employees will be able to access school technology programs from remote locations.
12. Test scores will be evaluated to determine the impact of technology on student achievement.
13. The district's technology plan will be reviewed and revised as necessary.
14. All pertinent employees will use technology as a tool for administrative tasks.
15. Curriculum Director, Research and Evaluation Specialist, as well as the math and literacy specialists will work closely with teachers and technology coordinator to identify technology needs in those areas.
16. Hire technology personnel as needed to implement technology plan.
17. Use distance learning to enhance instruction.
18. New and emerging technologies will be used by the district as they become available.

Action Plan for 2010-11 school year.

1. Technology interventions in each school's ACSIP plan will be implemented.
2. Students will attain grade level technology proficiencies as identified by NETS.
3. All teachers and media center specialists will integrate technology into their curriculum
4. Adequate funding will be provided for the technology needs of the district.
5. Learning pods of 3-4 computers per classroom will be placed in grades 1-4 as funds allow.
6. The LAN infrastructure of Mountain Home School's Network will be maintained and upgraded as needed.
7. The fiber links between schools will be upgraded as allowed by APSCN.
8. Adaptive technology will be made available to students with disabilities.
9. Professional development and technical support for teachers and staff will be offered on a constant and continuing basis.
10. Computer labs or wireless labs will be added as the budget permits in grades K-12.
11. Students, patrons, and employees will be able to access school technology programs from remote locations.
12. Test scores will be evaluated to determine the impact of technology on student achievement.
13. The district's technology plan will be reviewed and revised as necessary.

14. All pertinent employees will use technology as a tool for administrative tasks.
15. New and emerging technologies will be used by the district as they become available.
16. Curriculum Director, Research and Evaluation Specialist, as well as the math and literacy specialists will work closely with teachers and technology coordinator to identify technology needs in those areas.
17. Hire technology personnel as needed to implement technology plan.
18. Use distance learning to enhance instruction.

Action Plan for 2011-12 school year.

1. Technology interventions in each school's ACSIP plan will be implemented.
2. Students will attain grade level technology proficiencies as identified by NETS.
3. All teachers and media center specialists will integrate technology into their curriculum
4. Adequate funding will be provided for the technology needs of the district.
5. Learning pods of 3-4 computers per classroom will be placed in grades 1-4 as funds allow.
6. The LAN infrastructure of Mountain Home School's Network will be maintained and upgraded as needed.
7. The fiber links between schools will be upgraded as allowed by APSCN.
8. Adaptive technology will be made available to students with disabilities.
9. Professional development and technical support for teachers and staff will be offered on a constant and continuing basis.
10. Computer labs or wireless labs will be added as the budget permits in grades K-12.
11. Students, patrons, and employees will be able to access school technology programs from remote locations.
12. Test scores will be evaluated to determine the impact of technology on student achievement.
13. The district's technology plan will be reviewed and revised as necessary.
14. All pertinent employees will use technology as a tool for administrative tasks.
15. Curriculum Director, Research and Evaluation Specialist, as well as the math and literacy specialists will work closely with teachers and technology coordinator to identify technology needs in those areas.
16. Hire technology personnel as needed to implement technology plan.
17. Use distance learning to enhance instruction.
18. New and emerging technologies will be used by the district as they become available.

Technology Plan Implementation
Action Plan

Action Timeline

Technology Goal: Students, parents and employees will be able to access useful and relevant school technology after school hours.

Activities to support this goal	Person(s) Responsible	Timeframe for this activity	Hardware & software required	Professional development required	Cost (Budget) for this activity	Source of funds
MHHS to offer technology facilities before and after school.	High School Librarian	2009-12	No	No	0	Local
Web Sites will be made available for general information and for reporting students grades, assignments, student e-mail, etc.	Technology Coordinator	2009-12	Yes	Yes	$20,000	Local and Federal E-rate
Web-based curriculum software will allow students to work on remediation from any internet-accessible computer.	Technology Coordinator	2009-2012	Yes	Yes	$40,000	Local Funds

Evaluation: Data collected will be sign in sheets and data collected from the program website that the students, staff, and patrons use.

Action Timeline

Technology Goal: Our district's students and staff will have equitable use of technology, and adaptive technology will be made available as funds permit to students with disabilities.

Activities to support this goal	Person(s) Responsible	Timeframe for this activity	Hardware & software required	Professional development required	Cost (Budget) for this activity	Source of funds
Technology will be made available as funds permit to students with disabilities to meet their IEP goals.	Technology Coordinator/ Spec. Ed. Coordinator	2009-12 and ongoing	Yes	Yes	$10,000	Local and Federal
The district will make sure that technology, both hardware and software, will be equitably accessible to students and staff.	Technology Coordinator/ Building Principal	2009-12	Yes	No	0	Local

Evaluation: Students will be provided with equipment and software needed to implement their IEP's. Student to computer ratios and teacher to computer ratios will be evaluated. Observation of accessibility of hardware and software will be done by building principal and needs reported to technology coordinator.

Action Timeline

Technology Goal: Add, update, and expand computer labs or wireless labs as needed in grades K-12 to improve student achievement.

Activities to support this goal	Person(s) Responsible	Timeframe for this activity	Hardware & software required	Professional development required	Cost (Budget) for this activity	Source of funds
Add, update, and expand wired and wireless labs as needed in grades K-12.	Technology Coordinator	2009-12	Yes	Yes	40,000 per year	Local
Keep hardware current.	Technology Coordinator	2009-12	Yes	No	$100,000 per year	Local

Evaluation: These activities will be evaluated by the success of student learning and progress made in using the equipment. Data for this activity will be an inventory of computers and student Benchmark scores. Computers will be upgraded according to computer upgrade policy.

Action Timeline

Technology Goal: Learning pods of 3-4 computers will be placed in grades K-4 classrooms as needed to improve achievement.

Activities to support this goal	Person(s) Responsible	Timeframe for this activity	Hardware & software required	Professional development required	Cost (Budget) for this activity	Source of funds
Place learning pods of 3-4 computers in elementary classrooms grades K-4 as needed.	Technology Coordinator	2009-12 and ongoing	Yes	Yes	$5,000 Most will be recycled computers.	Local

Evaluation: These activities will be evaluated by student scores on Benchmark, IOWA Test Data, and by inventories of classrooms.

Action Timeline

Technology Goal: Technical support and professional development for teachers will be offered on a constant and continuing basis, allowing them to be proficient technical users of the network and other technology resources.

Activities to support this goal	Person(s) Responsible	Timeframe for this activity	Hardware & software required	Professional development required	Cost (Budget) for this activity	Source of funds
Teachers are required to get 6 hours of technology training per year.	Technology Coordinator and Building Principal	2009-12	No	Yes	$10,000	Local and Federal
Continue to provide tip sheets and software manuals and support pages on website	Technology Coordinator	2009-12 and ongoing	No	Yes	$1,000	Local
Instructional Technologist will be hired as needed.	Technology Coordinator/ Superintendent/ Board of Ed.	2009-12	No	No	$40,000 plus fringe benefits	Local
Technology support staff will be added as needed.	Technology Coordinator/ Superintendent/ Board of Ed.	2009-12	No	No	30,000 plus fringe benefits	Local
Distance Learning Lab Facilitator/Clerical Position Added	Technology Coordinator/ Superintendent/ Board of Ed.	2009-12	No	No	17,000 plus fringe benefits (178 days)	Local
Professional Development will be provided on NETS for students & teachers.	Technology Coordinator	2009-12	No	Yes	$200	Local
Professional Development will be provided on Cyber-Ethics, CIPA, Email, and Communications	Technology Coordinator	2009-12	No	Yes	$200	Local

Evaluation: In-Service Sign up sheets for teachers, team meeting minutes, payroll records, and teacher surveys.

Action Timeline

Technology Goal: Distance Learning will be used to enhance instruction, provide advanced courses, and provide remediation for students. It will also be used for professional development and to facilitate meetings.

Activities to support this goal	Person(s) Responsible	Timeframe for this activity	Hardware & software required	Professional development required	Cost (Budget) for this activity	Source of funds
Distance Learning Classes, Virtual Field trips, etc. will be utilized by the district	Technology Coordinator/ Classroom Teacher/ Principal	2009-12 and ongoing	Yes	Yes	$2,000	Local
The Distance Learning Lab will be maintained by the district.	Technology Coordinator	2009-12 and on going	Yes	No	$1000	Local and E-Rate Funds

Evaluation: Semi-annual reports to State Distance Learning Department, Logs of classes, Student success, Maintenance logs.

Action Timeline

Technology Goal: The LAN infrastructure of Mountain Home Schools network will be maintained and upgraded as needed.

Activities to support this goal	Person(s) Responsible	Timeframe for this activity	Hardware & software required	Professional development required	Cost (Budget) for this activity	Source of funds
Upgrade and maintain the LAN as needed to facilitate the transfer of data.	Technology Coordinator	2009-12 and ongoing	Yes	Yes	$35,000 per year	Local
Expand our infrastructure, both wired and wireless for optimal use by students and staff.	Technology Coordinator	2009-12	Yes	Yes	$125,000 over 3 years	Local and E-rate funds

Evaluation: How will the activities listed or this initiative be evaluated? What constitutes success in these activities? What data will you collect?

These activities will be evaluated by users of the system, by APSCN, and by network administrator. Data will be collected as to network usage, down time and available bandwidth.

Action Timeline

Technology Goal: Adequate funding will be provided for technology hardware, software, professional development, technical support, and other technology needs.

Activities to support this goal	Person(s) Responsible	Timeframe for this activity	Hardware & software required	Professional development required	Cost (Budget) for this activity	Source of funds
The district will provide funding for technology.	Technology Coordinator/ Supt./ School Board	2009-12 and ongoing	Yes	Yes	$400,000 per year	Local, State, Federal E-Rate
The district will provide funding for technology staff including Technology Coordinator, network Administrator, computer technicians, Distance Learn Lab Facilitator and Instructional Technologist(s)	Technology Coordinator/ Supt./ School Board	2009-12 and ongoing	No	Yes	210,000 per year. We propose to add the following positions: Instructional Technologist, Distance Learning Lab Facilitator/Clerical, Computer Technican. Anticipated Added Cost: $120,000 per year.	Local, State
Funding will be provided through multiple sources	Supt./Asst. Supt./Technology Coordinator/ Fed. Programs Coord.	2009-12 and ongoing	Yes	Yes	$90,000	Perkins, Title I and Local
District and Federal Funds will be used for professional development for all staff.	Technology Coordinator, Principals, Curr. Director, Federal Programs Coor.	2009-12 and ongoing	Yes	Yes	35,000	Title I, Perkins, Local funding, Grants

Evaluation: This will be evaluated by a review of the technology budget. Data will be collected such as budget sheets and audits of technology budget.

Action Timeline

Technology Goal: All employees will use technology as a tool for administrative tasks.

Activities to support this goal	Person(s) Responsible	Timeframe for this activity	Hardware & software required	Professional development required	Cost (Budget) for this activity	Source of funds
Require all certified & classified staff to use e-mail for daily tasks and communication to each other and school administration.	Principal	2009-12 and ongoing	No	Yes	0	N/A
Require teachers to use Grade Quick (if applicable) and Ed line (if applicable) programs for reporting student data.	Principal	2009-12 and ongoing	Yes	Yes	0	N/A
Track teachers technology growth along a continuum of technology skills and competencies.	Technology Coordinator	2009-12	No	No	0	N/A

Evaluation: Principals and supervisors will evaluate employees as to their technology usage in their annual evaluations. Each employee will fill out a technology skills and competencies survey each year.

Principals and supervisors will evaluate employees annually as to proper technology use and skills.

Action Timeline

Technology Goal: All teachers and Media Specialists will integrate technology into their curriculum.

Activities to support this goal	Person(s) Responsible	Timeframe for this activity	Hardware & software required	Professional development required	Cost (Budget) for this activity	Source of funds
Include this goal as part of each buildings ACSIP	Technology Coordinator/ Building Principal/ ACSIP Coordinator	2009-12 and ongoing	No	Yes	0	N/A
Offer professional development in integrating technology into the curriculum.	Technology Coordinator, Curriculum Director	2009-12 and ongoing	No	Yes	$5,000	Local & Federal
Teachers will observe colleagues teaching lessons using the integrated technology.	Technology Coordinator/ Building Principal	2009-12	No	Yes	0	N/A
Laptops/ Projectors/ visual presenters, etc. will be provided to buildings for teachers to utilize for instructional purposes.	Technology Coordinator/ Building Principal	2009-12	Yes	Yes	$50,000	Local & Federal

Evaluation: Technology interventions will be given in ACSIP for each school. Professional development opportunities will be offered to teachers and to technology teams. Data is collected from ACSIP.

Action Timeline

Technology Goal: Students will attain grade level appropriate technology proficiencies as identified in NETS.

Activities to support this goal	Person(s) Responsible	Timeframe for this activity	Hardware & software required	Professional development required	Cost (Budget) for this activity	Source of funds
Teachers will incorporate grade level NETS standards into lesson plans.	Teacher	2009-12 and ongoing	Yes	Yes	$0	Local
Teachers will use NETS standards as guidelines for planning technology based activities.	Teacher	2009-12 and ongoing	No	Yes	$0	N/A
Students will demonstrate knowledge of NETS standards by completing a grade level appropriate technology activity in all academic classes.	Teacher/Principal	2009-12	No	No	$0	N/A

Evaluation: Students will have a check sheet to check off NETS technology skills they acquire and/or possess.

Principals will develop an evaluation tool to assess student's knowledge level.

Evaluation of Previous Technology Plan--Years 2004-2008

After committee reviews over the course of the previous three years, we feel that the following goals and objectives of the plan have been met.

1. Students will attain grade level appropriate technology proficiencies as identified by NETS. All teachers were required to do age appropriate technology with their students. Students have demonstrated knowledge of the proficiencies required by grade level.
2. The use of technology tools and software will directly impact student performance by enhancing the learning environment. Student scores on Benchmark tests are above the state average and student scores on the SAT9 basic battery are consistently above the 50th percentile.
3. All teachers and media specialists will integrate technology into their core curriculum. This was demonstrated by teacher lesson plans and ACSIP Technology Interventions.
4. All employees will use technology as a tool for administrative tasks. Employees use e-mail for communication throughout the district. Teachers use Gradequick and Edline for grades and assignments. Teachers utilize shared network drives for collaborative projects. Teachers use Trouble Trakker web based software to report technology problems.
5. Adequate funding was provided for technology hardware, software, professional development, support and other technology needs. Over $600,000 was spent each year on technology by the district.
6. The LAN infrastructure will be maintained and upgraded as needed. The fiber between NWH and the High School was upgraded to from 10mb to 100 mb. The fiber inside the NWH building was upgraded to 1000 mb and the fiber from the high school to the junior high school was upgraded to 1000 mb. The fiber between the high school and the administration building was upgraded to 1000 mb. In addition, we have sub-netted the network and added 2 layer-three switches to optimize our bandwidth. We anticipate upgrading additional fiber as our budget permits.
7. Our district's students and staff have equitable use of technology and assistive technology. The Kurzweil program has been purchased for use with special need students and assistive technology for vision impaired and hearing impaired students is being used.
8. Professional development and technical support is offered on a continuing and constant basis. Numerous technology training workshops are offered on in-service days and throughout the year for our teachers. The district provides well above the 6 hours required by the state.
9. A distance learning lab has been installed and is being used to enhance education.
10. Computer labs and wireless labs have been added or upgraded each year to improve student achievement.
11. Students, patrons and employees are able to access useful and relevant school technology from remote locations. Edline is provided for students and parents and is used to communicate students' homework assignments, current grades and other pertinent information. The high school library is open before and after school for use by students. The school provides a web site which is used to provide information and communicate with parents, students and teachers. Junior High and High School students have Web Lockers to transfer assignments between home and school.
12. Students and parents are able to work at home on our web-based remediation program, JEDI.

Technology Plan Evaluation

This technology plan will be reviewed and evaluated on a yearly basis by the members of the Mountain Home Public School Technology Committee.

The committees will evaluate the following sections of the plan:
The Curriculum Committee will evaluate the Integration and use of technology throughout the district.
The Professional Development Committee will evaluate professional development activities provided by the district.
The Infrastructure and Telecommunications Services Committee will evaluate connectivity and infrastructure systems that are in place.
The Budget Committee will evaluate the district's fiscal support of technology.
The Inventory Committee will look at hardware and software inventories and will revise as needed.

The action plan and timeline will be evaluated by the entire group to make sure the goals set out in this document have been met. In addition, if the committee finds that it needs to add something to the plan or revise it in any way, this will also be addressed.

The following table will be used in this process. A copy of this evaluation will be kept on file.

Goals	Measures	Conclusion
Curriculum	Student Check Sheets ACSIP Tech. Interventions Benchmark and SAT9 scores Student to computer ratios.	
Professional Development	Participation in Professional Development Activities Principal's evaluations Technology skills and competencies survey.	
Infrastructure	Network usage data. Survey on effectiveness of network.	
Budget	Student to Computer ratio Teacher to Computer ratio Technology Budget. Use of new and emerging technologies.	
Inventory	Up-to-date inventory. Review of budget.	

TECHNOLOGY PLAN
STATEMENT OF ASSURANCES

School District   Mountain Home Public Schools

The LEA, in accordance with the Arkansas Department of Education policies and procedures, by submitting this local technology plan, hereby assures that:

1. The LEA is an equal opportunity employer and shall perform to all affirmative action and other applicable requirements; accordingly, the applicant does not discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, handicap or sex in any manner prohibited by law. Further, the applicant agrees to comply with the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act.

2. The LEA agrees that the Arkansas Department of Education, or any of its duly authorized representatives, at any time during the terms of this technology plan, shall have access to, and the right to audit examine any pertinent books, documents, papers, and records of grantee related to this plan.

3. The LEA certifies that they have not been barred from contracting or otherwise doing business with the State or Federal Governments.

4. This plan, and all matters or issues collateral to it, shall be governed by, and construed in accordance with, the laws of the State of Arkansas.

5. This plan has been reviewed and approved by the District Technology Committee, the District Superintendent, and the approved by the School Board.

Signature of School Board President	Date
	April 17, 2008
Signature of Superintendent	Date
	April 17, 2008
Chairperson, District Technology Committee	Date
	April 17, 2008

===
District Technology Coordinator/Contact:

Name: Dianne Martin	Telephone #:870-424-6932
Title: Technology Coordinator	
Email: dmartin@mtnhome.k12.ar.us	FAX: 870-424-5908

Mountain Home School District
Student Computer and Network Appropriate Use Policy

The Mountain Home School District is responsible for securing its network and computer systems against unauthorized access and/or abuse, while making the technology accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not following them.

The technology committee of Mountain Home School has developed the following policy for the faculty/staff and community members covering the use of a computer and/or computer network. This policy covers any person using a computer and/or computer network while on the school campus or when contacting the school's system from a computer outside the physical boundaries of the school.

All potential users of computers/computer networks (including the Internet) at Mountain Home School must read the following policy and agree to abide by it before being granted access to the system.

A. Educational Purpose

1. This network has been established for educational and administrative purposes only. Mountain Home School District has installed an Internet filtering system and every computer on the school's network is filtered to prevent computer users from accessing materials harmful to minors.
2. Use of the computer is a privilege, not a right, and misuse of the computer and/or computer network will result in temporary/permanent revocation of this privilege.
3. All computers are in teacher-supervised areas, including classrooms, the media center and computer labs. The computers/network will be used for the pursuit of intellectual activities, to seek educational resources, career development and other educational purposes. The school's network will be used only for approved educational purposes. An adult will be in the room at all times when students are using computer equipment. The adult will monitor student computer use and will take appropriate action if they detect misuse of the equipment.
4. The school network and any service to which the school subscribes may not be used for commercial purposes. This means you may not offer, provide or purchase products or services through this network. Commercial or personal advertisements and/or solicitations are prohibited on the network, school subscription sites and the district website.
5. You may not use the network for political lobbying. However, you may use the network to communicate with elected officials and may express to them your opinion on political issues.
6. All computers and computer work will be free from interference by others.

B. Internet Access

1. All students will have access to the Internet and World Wide Web information resources through their classroom, library and/or school computer lab.
2. Students will not be allowed to post Web pages on the school's network. However, students may contribute to a school's web page when asked to do so by a school employee. Nothing will be placed on the school's web pages without the permission and approval of the school Web Master.
3. Students may not bring their personal laptop, desktop computers, mp3 and/or mp4 players, Internet capable cell phones, external storage devices including USB drives or flash drives or any other wireless devices to school. Students may not access the school network from any computer or device not provided by the school. The only exception to this is for students with an IEP that allow them to use a laptop computer for specific activities. In this case, these students will have

permission and be monitored at all times by a classroom teacher and will not be on the school's network.

C. Personal Safety

1. Students will protect their personal safety while using the Internet.
2. Students will not post personal contact information about themselves or other people. Personal contact information includes your name, school address, work address, home address, social security number, telephone number, credit card numbers, etc.
4. Students will not agree to meet with someone they have met on the Internet without their parent's approval.
5. Students will promptly disclose to a teacher or other adult any message they receive which they believe is inappropriate or that makes them uncomfortable.

D. Unacceptable Uses

The following uses of the system are considered unacceptable:

1. Illegal Activities

   a. Students will not attempt to gain unauthorized access to the system or to any other computer system through this network or to go beyond access authorized by the teacher or other responsible adult. This includes attempting to log in through another person's account or access another person's file. These actions are illegal, even if only for the purpose of browsing.
   b. Any unauthorized, deliberate action that damages or disrupts a computer, a network (or related hardware, software, and data), alters the normal performance of said equipment, or causes it to malfunction is a violation of policy regardless of system location or time duration. User will be financially responsible for such damage. This includes, but is not limited to the spread of computer viruses and worms. These actions are illegal. This also includes the unintentional spread of a virus when doing other activities which are prohibited in this policy.
   c. Students may not visit nor download materials from personal websites, neither their own nor any other individual's personal site unless asked to do so by a teacher as a class assignment. Students may not visit social networking sites, such as myspace, facebook, etc. from a school computer.
   d. The system will not be used to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
   e. Students may not check their personal e-mail or personal web page(s).

2. System Security

   a. Any attempts to violate the security of the network are prohibited. If you have identified a possible security problem, you are responsible for informing a teacher or the network administrator. Do not go looking for security problems, because this may be construed as an illegal attempt to gain unauthorized access to the network. Any user identified by the system administrator as a security risk or as having a history of problems with computer/computer systems may be denied user privileges. Attempts to secure a higher level of privilege on network systems are prohibited
   b. Avoid the inadvertent spread of computer viruses by following the District virus protection procedures. Only school-supplied disks or CDs will be used in any computer on the Mountain Home campus. Files will not be downloaded from floppy disks/cds/drives or networks without the authorization of a teacher and without proper virus scanning.
   c. The copying of system files is prohibited. The copying of copyrighted materials, such

as third party software, without the express written permission of the owner or without the proper license, is prohibited.

d. Decoding or attempting to decode system or user passwords is prohibited. It is also prohibited to share your password with other people or let anyone use a computer logged in under your login; doing so will result in the loss of network privileges.

e. Intentional attempts to "crash" network systems or programs are prohibited.

f. Attempts to secure a higher level of privilege on network systems are prohibited. Users are prohibited from using any type of "hacker" tools to try to break into the system, either at the school or from a remote site. Any attempt to circumvent firewall filtering is prohibited.

3. Inappropriate Language and Sites

a. Users of the school network will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or otherwise objectionable language.

b. Users may not visit nor download materials from any site that contains offensive, obscene or immoral pictures (ex. pornography and nude photos), profane language, or any other material inappropriate for an educational setting. Neither shall you access material that advocates illegal acts, violence or discrimination towards other people (hate literature).

c. Users will not use any method to bypass the school's selected filtering process.

d. All inappropriate sites may not be blocked by the filter; it is the user's responsibility to determine whether a site is educationally appropriate.

e. The technology will not be used in any immoral or unethical manner.

f. Users will not post information that could cause damage or a danger of disruption to the district network or systems.

g. Students may not visit chat rooms, visit social networking sites, message or bulletin boards, or use instant messaging services while on the school network.

h. Users will not engage in personal attacks, including prejudicial or discriminatory attacks. Harassment is not permitted. Harassment is defined as persistently acting in a manner that causes distress or annoys another person. If you are told by a person to stop sending them messages, and you continue sending them, that is harassment.

i. Users will not knowingly or recklessly post false or defamatory information about a person or group.

j. If you mistakenly access inappropriate information, you should immediately tell your teacher or administrative personnel. This will protect you against a claim that you have intentionally violated this policy.

k. Your parents should instruct you if there is additional material that they think is inappropriate for you to access. The district fully expects that you will follow your parent's instructions in these matters.

4. Disrespect of Privacy

a. Users will not re-post material that was sent to you privately without permission of the person who sent you the material.

b. Users will not post private information or details about another person.

5. Disrespect of Resource limits.

a. Deletion, examination, copying or modification of files and/or data belonging to others is prohibited.

b. Access to programs, computer games, or the Internet without authorization from a teacher is prohibited.

c. No files or software may be downloaded from the Internet or from a disk or other media without the approval of a teacher or administrator. If a downloaded file is large, it must be removed from the system computer. NO GAMES will be downloaded

from the Internet or installed from a disk on school computers by anyone other than a school employee.

       d.   Students will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

       e.   Disk space usage is controlled on the network. Student storage is limited to 25 mb, unless more space is required for approved school purposes. Users should not use their assigned space for long-term storage of information or programs. Files that are not a part of the operating system or utility software may be routinely removed from the drive without warning. Students are allowed no more than 2 5 MB of storage in their home directories. If accounts are over the storage limit, the network administrator will delete files until the account is in compliance with the above limit. Repeated abuse of disk space policies will result in sanctions and may result in the loss of account privileges. Student files will be deleted at the end of each semester.

       f.   The network administrator can and will delete any files that appear suspicious or inappropriate such as questionable pictures, cartoons or movie clips.

       g.   Users are not allowed to do audio or video streaming on the school network.

6. Plagiarism and Copyright Infringement

    a. Plagiarism of other's work is unacceptable and those who use the ideas or writings of others as their own will be subject to disciplinary action. Respect for intellectual labor and creativity is vital. Because electronic information is easily reproduced, respect for the work and personal expression of others is critical. Violations including copying and using the work of another person as your own, unauthorized access into another person's account, and other abuses of electronic information are prohibited.

    b. Users will respect the rights of copyright owners. Copyright infringement occurs when work that is protected by a copyright is inappropriately reproduced. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

    c. Software may not be copied unless doing so is legal. Please refer to the Mountain Home Public School Policy on Use of Software for clarification.

E. Your Rights

1. Free Speech

    Your right to free speech, as set forth in the Student Handbook, applies also to your communication on the Internet. The system is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech solely because individuals in the district disagree with the opinions you are expressing.

2. Search and Seizure

 a. You should expect only limited privacy in the contents of your personal files on the Districts system. The situation is similar to the rights you have in the privacy of your locker. Any file found in this folder is your responsibility.

b. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy or law.

c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy or the law. The investigation will be reasonable and related to the suspected violation.

d. Your parents have the right at any time to request to see the contents of your files.

3. Due Process
   a. The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through this system.
   b. In the event there is a claim that you have violated this Policy in your use of the system, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before the appropriate administrator.
   c If the violation also involves a violation of other provisions of the Student Handbook, it will be handled in a manner described in the discipline policy. Additional restrictions may be placed on your use of the network as follows:

   First Offense--One-week suspension from computer use at school plus any other action as deemed necessary by the school principal. Students will be responsible for all assigned computer work while suspended.
   Second Offense--Two weeks' suspension from computer use at school plus any other action deemed necessary by the school principal. A parent-principal conference will be conducted to emphasize that future offenses will result in suspension for the remainder of the semester. The student will do his or her computer assignments outside school or he or she will receive no credit.
   Third Offense--Suspension for the remainder of the year from computer use at school, and any other action as deemed necessary by the school principal. Students will be responsible for all assigned computer work while suspended.
   SEVERE CLAUSE: The Principal has the discretion to bypass any level of offense and invoke a higher level. Examples of instances where the severe clause may be used are: intentionally placing a virus on a computer or network or trying to gain access to the network through "hacking." Any attempts to damage computers or break into the network will not be tolerated. Students may be permanently banned from using computers at the school under extreme circumstances.

F. Limitation of Liability

The Mountain Home School District makes no guarantee that the functions or the services provided by or through the district computer system will be error-free or without defect. The district will not be responsible for any damage you may suffer, including but not limited to, loss or data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Due to the open nature of the Internet, no liability will be assumed by this school district, any district employee, or any other participant in the Mountain Home School administration for the use or misuse of this system. It is the responsibility of each user to make good decisions about what information is retrieved and what is done with that information. Any student or user under the age of eighteen agrees to make this policy known to his or her parents and to obtain their written approval in order to use the Mountain Home computers/computer network.

G. Personal Responsibility

Improper use of the system or the Internet will not be tolerated. Noncompliance with this policy will result in immediate removal of user's computer privileges. Remember you are using a network and you may be leaving electronic footprints that can be traced back to your activity.

Be a responsible computer user and use your common sense. You will know what is right and what is wrong. If you will do what you know is right, you will not have a problem.

This policy will be periodically reviewed/revised as deemed necessary by the Mountain Home School District Technology Committee.

STUDENT CONTRACT APPLICATION AND AGREEMENT
Computer Access/Internet Account/Network Usage
Mountain Home School District

Last Name (please print): _____First Name: _____

Social Security Number: _____

User Contract

I have read the computer/network usage policy of the Mountain Home School District. I wish to be assigned an ID number, a log in name and a password, if my computer usage requires them. These will grant me the privilege of using the computer/network at Mountain Home School. I agree to abide by the rules and regulations of the Mountain Home Computer/Network Usage Policy.

I understand that certified staff might periodically monitor activity on my account. I also understand that failure to follow any of the above rules of the Mountain Home School District Computer/Network Usage Policy, as well as discipline policies of the school district that may be violated with the use of the computer, may result in loss of computer privileges/access, removal of my account from the computer network and/or additional disciplinary actions, if the offense warrants. I also understand that I am subject to penalties of all state and federal laws governing the use of computers, software, copyrights, etc. Suspensions from computer usage will not cancel my responsibilities in computer classes in which I am enrolled. I will be accountable for all assignments and will be responsible for doing such assignments on a computer that is not owned by the Mountain Home School District.

When your account has been established, you will be given a log in name and may choose a password.

User Signature: _____Date: _____

*For all applicants less than 18 years of age, the signature of a parent/guardian is required.

Parent/Guardian Contract Agreement

As the parent or guardian of the above named student, I have read the Mountain Home School District Computer/Network Usage Policy and the contract statement above. I understand that computer usage is designed for educational purposes and that the Mountain Home School District has taken available precautions to eliminate controversial material. However, I also recognize that restricting access to all controversial materials is impossible for the School District and I will not hold the school or its employees responsible for material found on the network. Further, I accept full responsibility for my child's use of the computer/network at school under the above policy. I hereby give my permission to issue an account for my child.

Parent/Guardian (please print): _____

Signature: _____Date: _____

Daytime Telephone: _____Evening Phone: _____

Mountain Home School District is responsible for securing its network and computer systems against unauthorized access and/or abuse, while making the technology accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and of the punitive measures for not following them.

The technology committee of Mountain Home School has developed the following policy for the faculty/staff and community members covering the use of a computer and/or computer network. This policy covers any person using a computer and/or computer network while on the school campus or when contacting the school's system from a computer outside the physical boundaries of the school.

All potential users of computers/computer networks (including the Internet) at Mountain Home School must read the following policy and agree to abide by it before being granted access to the system.

A. Educational Purpose

1. This network has been established for educational and administrative purposes only. Mountain Home School District has installed an Internet filtering system and every computer on the school's network is filtered to prevent computer users from accessing materials harmful to minors or unacceptable in an educational setting. A record is kept of every site visited by every computer user and the amount of time spent at the site.
2. Use of the computer is a privilege, not a right, and misuse of the computer and/or computer network will result in temporary/permanent revocation of this privilege.
3. The school computer network cannot be used for commercial purposes.
4. All computers are in teacher-supervised areas, including classrooms, the media center and computer labs. The computers/network will be used for the pursuit of intellectual activities, to seek educational resources, career development and other educational purposes. The school's network will be used only for approved educational purposes. An adult will be in the room at all times when students are using computer equipment. The adult will monitor student computer use and will take appropriate action if they detect misuse of the equipment.
5. All computers and computer work will be free from interference by others.
6. Users will refrain from excessive personal use of the Internet during school hours.

B. Internet Access

1. All faculty/staff will have access to the Internet and World Wide Web information resources through their classroom, library and/or school computer lab.
2. Faculty/staff will be allowed to post Web pages on the school's network. Nothing will be placed on the school's web pages without the permission and approval of the school Web Master.
3. Faculty/staff may not access the school network from personal devices such as laptops, desktops or any other network enabled device, either wired or wireless. If such devices are needed for the performance of an employee's job, they will be provided by the district. Any breach of this will be considered as trying to circumvent the district's network security system.

C. Unacceptable Uses

The following uses of the system are considered unacceptable:

1. Illegal Activities

   a. Users will not attempt to gain unauthorized access to the system or to any other computer system through this network or to go beyond access authorized network administrator. This includes attempting to log in through another person's account or access another person's file. These actions are illegal, even if only for the purpose of browsing.
   b. Any unauthorized, deliberate action that damages or disrupts a computer, a network (or related hardware, software, and data), alters the normal performance of said equipment, or causes it to malfunction is a violation of policy regardless of system location or time duration. User will be financially responsible for such damage. This includes, but is not limited to the spread of computer viruses and worms. These actions are illegal. This also includes the unintentional spread of a virus when doing other activities which are prohibited in this policy.
   c. The system will not be used to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

2. Prohibited Activities

   a. The school network may not be used for fundraising or solicitation for individuals or groups that are not affiliated with the Mountain Home School District.   All fundraising or solicitation affiliated with Mountain Home School District and utilizing the school network or website must be approved by the technology coordinator.
   b. The school network, school subscription sites, and district website may not be used for commercial or personal purposes. This means you may not offer, provide or purchase products or services for your personal use through this network, school subscription sites, or the district website. Commercial or Personal advertisements are also prohibited. The network may be used by designated staff for purchasing products or services for the school district.
   c. You may not use the network for political lobbying, nor may it be used to campaign for political office, whether for yourself or others. However, you may use the network to communicate with elected officials and may express to them your opinion on political issues.

3. System Security

   a. Any attempts to violate the security of the network are prohibited. If you have identified a possible security problem, you are responsible for informing an administrator or the network administrator.   Do not go looking for security problems, because this may be construed as an illegal attempt to gain unauthorized access to the network. Any user identified by the system administrator as a security risk or as having a history of problems with computer/computer systems may be denied user privileges. Attempts to secure a higher level of privilege on network systems are prohibited
   b. Avoid the inadvertent spread of computer viruses by following the District virus protection procedures. Only school-supplied disks will be used in any computer on the Mountain Home campus. Any disks which are used outside the district must be properly virus scanned before they are used on the school network.
   c. Users will not post messages to the entire list concerning viruses or virus hoaxes. Such information should be given to the technology department, which will in turn notify users as they deem appropriate.
   d. The copying of system files is prohibited. The copying of copyrighted materials, such as third party software, without the express written permission of the owner or without the proper license, is prohibited. It is also prohibited to share your password with other people or to let

anyone use a computer logged in under your login; this is especially important for faculty/staff, as they have a higher level of privilege than students.

    e. Decoding or attempting to decode system or user passwords is prohibited.

    f. Intentional attempts to "crash" network systems or programs are prohibited.

    g. Attempts to secure a higher level of privilege on network systems are prohibited. Users are prohibited from using any type of "hacker" tools to try to break into the system, either at the school or from a remote site.

4. Inappropriate Language and Sites

    a. Users of the school network will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or otherwise objectionable language.

    b. Users may not visit nor download materials from any site that contains offensive, obscene or immoral pictures (ex. pornography and nude photos), profane language, or any other material inappropriate for an educational setting. Neither shall you access material that advocates illegal acts, violence or discrimination towards other people (hate literature).

    c. Users will not use any method to bypass the school's selected filtering process.

    d. All inappropriate sites may not be blocked by the filter; it is the user's responsibility to determine whether a site is educationally appropriate.

    e. The technology will not be used in any immoral or unethical manner.

    f. Users will not post information that could cause damage or a danger of disruption to the district network or systems.

    g. Users may not visit chat rooms or use instant messaging services while on the school network.

    h. Users will not engage in personal attacks, including prejudicial or discriminatory attacks. Harassment is not permitted. Harassment is defined as persistently acting in a manner that causes distress or annoys another person. If you are told by a person to stop sending them messages, and you continue sending them, that is harassment.

    i. Users will not knowingly or recklessly post false or defamatory information about a person or group.

    j. If you mistakenly access inappropriate information, you should immediately tell your direct supervisor or the technology coordinator. This will protect you against a claim that you have intentionally violated this policy.

5. Disrespect of Privacy

    a. Users will not re-post material that was sent to them privately without permission of the person who sent you the material.

    b. Users will not post private information or details about another person.

6. Disrespect of Resource limits.

    a. Deletion, examination, copying or modification of files and/or data belonging to others is prohibited.

    b. Faculty/staff will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people. Users will refrain from forwarding e-mails or attachments that contain chain letters, cute pictures or sayings, jokes, inspirational messages, etc., as these waste network resources and are a nuisance to some recipients.

    c. Disk space usage is controlled on the network. Faculty/staff are limited to 150 mb of network storage unless more is required for approved school purposes. Users should not use their assigned space for long-term storage of information, files, or programs. Files that are not a part of the operating system or utility software may be routinely removed from the server drive without warning. Repeated abuse of disk space policies will result in sanctions and may result in the loss of account privileges.

    d. Users will use discretion in posting messages to the entire list. Before posting mass e-mail distributions, the user and/or sender must first get an approval from the district technology

coordinator. This does not apply to normal distribution lists to selected users for school business purposes. Never use the list to post messages that are personal or commercial in nature.

    e.   Users are not allowed to do live audio or video streaming from the internet because of bandwidth issues. It is acceptable to download the files and play them from a server on the network which has been designated specifically for this purpose.

    f.   Any employee prepared survey that uses the district's internet or email system must be approved by the technology coordinator.

7. Plagiarism and Copyright Infringement

    a.   Plagiarism of other's work is unacceptable and those who use the ideas or writings of others as their own will be subject to disciplinary action. Respect for intellectual labor and creativity is vital. Because electronic information is easily reproduced, respect for the work and personal expression of others is critical. Violations including copying and using the work of another person as your own, unauthorized access into another person's account, and other abuses of electronic information are prohibited.

    b.   Users will respect the rights of copyright owners. Copyright infringement occurs when work that protected by a copyright is inappropriately reproduced. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner.

    c.   Software may not be copied unless doing so is legal. Please refer to the Mountain Home Public School 's Policy on Use of Software for clarification on licensing and copying.

D. Donated Technology

Any technology item donated to the district must be approved by the Technology Coordinator before being placed on the district network. Equipment that does not meet the school specifications or standards will not be accepted.

E. Your Rights

1. Free Speech

    a.   Your right to free speech applies also to your communication on the Internet. The system is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech solely because individuals in the district disagree with the opinions you are expressing.

2. Search and Seizure

    b.   You should expect only limited privacy in the contents of your personal files on the District. Any information on school computers is the property of the school district and is subject to Freedom of Information laws. This includes e-mails. Any file found in your folder is your responsibility.

    c.   Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy or law.

    d.   An individual search will be conducted if there is reasonable suspicion that you have violated this Policy or the law. The investigation will be reasonable and related to the suspected violation. If violations of this policy are discovered, the computer will be immediately confiscated.

    e.   You have the right at any time to request to see the contents of your files.

3. Due Process

   a. The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through this system.
   b. In the event there is a claim that you have violated this Policy in your use of the system, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before the appropriate administrator.
   c. Violating the Mountain Home Public School Faculty/Staff/Community Network User Policy will be cause for discipline, up to and including termination of employment.

F. Limitation of Liability

The Mountain Home School District makes no guarantee that the functions or the services provided by or through the district computer system will be error-free or without defect. The district will not be responsible for any damage you may suffer, including but not limited to, loss or data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Due to the open nature of the Internet, no liability will be assumed by this school district, any district employee, or any other participant in the Mountain Home School administration for the use or misuse of this system. It is the responsibility of each user to make good decisions about what information is retrieved and what is done with that information.

G. Personal Responsibility

Improper use of the system or the Internet will not be tolerated. Noncompliance with this policy will result in immediate removal of user's computer privileges and other discipline as deemed necessary.

This policy will be periodically reviewed/revised as deemed necessary by the Mountain Home School District Technology Committee.

APPLICATION AND CONTRACT AGREEMENT
INTERNET ACCOUNT/COMPUTER ACCESS
MOUNTAIN HOME SCHOOL DISTRICT

Last Name:_____

First Name:_____

Social Security Number:_____

I am a (check one):

☐ Teacher, Media Specialist, Administrator, Paraprofessional

☐ Support Staff

☐ Community Member

Home Address:_____
Home Phone:_____

If community member please give:

Place of Work:_____
Work Phone:_____

Work Address:_____

After reading the Computer Network Usage Policy of the Mountain Home School District, please read and fill out the appropriate portions of the following contract completely and legibly. Please return the contract to the Superintendent's Office.

<div align="center">User Contract</div>

I have read the Computer Network Usage Policy of the Mountain Home School District. I understand and agree to abide by the stated terms and conditions set forth in this documents. I further understand that violations of the regulations are unethical and may constitute a criminal offense. Should I commit a violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

It is extremely important that teachers NEVER share their passwords with students, because teachers have more rights on the network than students. To protect the security of your own and other's files, please NEVER share your password with anyone and always log out when you leave your computer. Do not allow a student to use the computer with your log in name and password unless you are supervising them the entire time. This could lead to a breach of security including changing grades on permanent records, looking at tests, etc.

User Name (please print):_____

User Signature:_____Date:_____