

Technology Plan

Madison Academy

The Romine Group, Management Company

2012-2015

Committee Members

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Technology Plan Summary Sheet

**Madison Academy
6170 Torrey Road
Flint, MI 48507**

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Technology plan available at:

<http://www.madison-academy.org/technology>

**Dates covered by this plan:
August 2012-June 2015**

School Profile

Madison Academy

Grades Kindergarten to Twelfth Est: 630 students by 2012-2013

Mission

Madison Academy students will demonstrate academic excellence and wellness, positive character development, a knowledge with interest in fine arts, a love for life long learning and service to others.

Demographics

The student population of Madison Academy represents a wide geographic area encompassing the Flint Metropolitan area and southern Genesee County in southeastern Michigan. Our student population is ethnically and culturally diverse, and draws from socioeconomic extremes with the bulk of the students from lower income/at-risk families. This diversity creates a very unique composition of students and their families.

Madison Academy consists of two main buildings on a shared 24 acre campus which serves as an elementary and middle school. There is also a separate high school location. The first elementary/middle school building is a 29,000 sq. ft. brick building. The second building is a 24' X 36' modular classroom attached directly to the main building. Our maximum average class size is 24 students and teachers per grade level may shift based on demand.

Madison Academy Technology Mission Statement

Madison Academy will provide students with the technology necessary to acquire the knowledge, develop the attitudes, and master the skills needed to meet and exceed the State of Michigan Technology Benchmark Standards. An Ongoing, sequential, well planned and consistently funded technology plan will empower students, parents, teachers, and staff to integrate technology into all areas of the curriculum.

Vision

Technology is and will be used in a growing capacity at Madison Academy. Initially students will have an integrated computer period for approximately one scheduled hour per week during which time they will learn basic computer skills. A great deal of time will be spent on word processing, keyboarding, and integrating grade appropriate writing skills as defined by the Common Core ELA Curriculum. A variety of programs will be used to enhance other curriculum areas, e.g. internet research with real-life applications, exploring educational “skill and drill” websites, power point presentations, upper grade students will also learn database and spreadsheet applications as well as create their own web pages and podcasts. Madison Academy also utilizes extensive standard driven, data supported software program such as XtraMath, Study Island, and Accelerated Math, which the students will spend a prescribed amount of time on. Students will explore online learning with classes taught by Madison staff.

Lastly, the use of technology will be applied directly by the administration and instructional staff of Madison Academy which will provide both the staff and parents with a constantly growing and dynamic framework for communication and learning. Through staff development and training, technology, such as Google Apps, will be used and implemented by every staff member from voicemail, to classroom computer use, to links on the school website, to each classroom and staff member, to special events, calendars, and lunch menus. Increasing the usage of communication tools such as virtual meetings, distance learning, online classes, and web-based tutorials will allow for much more efficient transfer of information among colleagues.

Goals

There are five major goals that are essential to the successful development and accomplishment of Madison Academy's technology mission. These goals are:

1. Meet or exceed State Technology Standards and Benchmarks for student use of technology by integrating technology into both teaching and learning at all levels.
2. Increase student performance, improving student learning and performance, **through** the use of technology.
3. Increase staff technological knowledge and use so that teachers can more aptly make use of technological resources available to enhance instruction and increase student achievement.
4. Increase productivity, efficiency, and communication through the use of technology to promote parental involvement and increase communication with parents and community; training teachers, other staff members and parents as well as our students.
5. Continuous evaluation of goals, objectives, strategies, and funding in the Technology Plan and its' relationship to vision and mission of the Academy.

Goals and Objectives

Goal #1 (Curriculum Element I. A.) Meet or exceed State Technology Standards and Benchmarks for student use of technology.

- Objective 1 – Provide a sufficient number of up-to-date computers with internet capabilities and standard Microsoft programs as well as learning devices and technology based instructional tools and materials.
- Objective 2 – Provide experienced, certified teachers to teach an integrated technology class for an appropriate amount of time for each grade level.
- Objective 3 – Implement teaching technology Standards and Benchmarks.

Actions:

1. 2 Computer Labs with 25 (max. 24 students per class) up-to-date computers, internet capabilities, standard Microsoft programs, LAN server. One lab for K-8, One lab for 9-12
2. 1 computer for every teacher, same set up.
3. Add 2-3 computers per classroom in Grades K-6 as the school expands for use by the students.
4. Fund and purchase appropriate peripheral equipment on an Ongoing basis to support technology integration
5. Fund Ongoing education and training for appropriate teacher(s) as criteria is developed for certification requirements.
6. Fund development of a written curriculum based on State Standards and Benchmarks.

Goal #2 (Curriculum Element I. B.) Increase student performance through the use of technology.

- Objective 1 – Integrate the curriculum into technology/computer class.
- Objective 2 – Integrate technology into the curriculum.
 1. Students will learn how to type proficiently and successfully manage operation windows.
 2. Students will learn to create and use word processing, spreadsheets, desktop publishing, data bases and the internet.
 3. Students will independently select and use software and hardware to complete self guided activities.
 4. Students will create clear presentations that require, internet research, formatting and skill delivery.
- Objective 3 - Provide a networked software program that supports curriculum standards.

Actions:

1. Use technology time and skills to accomplish curriculum objectives such as paragraph writing and editing.
2. Instructional staff will incorporate weekly technology skills into lessons that are aligned with Michigan standards.
3. Use technology to enhance curriculum objectives such as researching a topic of study, creating power point presentations etc. as appropriate with classroom curricula.
4. Establish a student/parent homework resource page on the schools website utilizing the PowerSchool web based management system and Google Sites technology.
5. Purchase a quality networked software program (**Study Island**) that supports language arts and math curriculum standards and schedule appropriate time for every class.

Timeline: July 2012-June 2015

Goal #3 (Curriculum Element I. C.) Strategies for the delivery of specialized or rigorous courses and curricula through the use of technology including distance learning technologies.

- Objective 1 - Create technology electives that are more demanding and challenging that encompass a high level of creativity and critical thinking.
- Objective 2 - Implement a program that would connect our students with students from other schools in other regions via the internet. This forum could be used to work collaboratively on projects, share experiences and culture, and to demonstrate practical ways to utilize technology.
- Objective 3- Continue researching additional programs that would enhance online interactive education.

Actions:

1. Utilize tools such as iMovie and GarageBand to create presentations that catalog research projects and other assignments.
2. Using Google Apps and secured areas of Madison's public website, create learning areas and forums for students to congregate and share materials. This will also allow online collaboration and simultaneous editing of presentations and research papers.

Goal #4 (Curriculum Element I. D.) Increase productivity, efficiency, and communication through the use of technology to promote parental involvement and increase communication with parents and community; training teachers, other staff members and parents as well as our students. Have Technology Plan available, both in printed and electronic form, to community along with school handbooks and manuals.

- Objective 1 – Provide up-upgrades in hardware/software within budget guidelines that address the school's needs.
- Objective 2 – In conjunction with Goal #3, train and educate staff AND parents to use technology available. This would include things such as Parent Portal
- Objective 3 – Submit an annual budget outlining technology needs.

Actions:

1. Consult regularly with technology support personnel to plan up-upgrades and future purchases.
2. Train and educate staff AND parents to be comfortable with technology.
3. Encourage communicating with parents through email (every teacher has their own email address), and, develop teacher web pages which can be used for weekly parental communication.
4. Budget annually enough to ensure that the school's technology remains state of the art.
5. Train parents on usage of Parent Portal.

Goal #5 (Monitoring and Evaluation Element V. L.) Continuous evaluation of the goals, objectives, and strategies in the Technology Plan.

- Objective 1 – Design assessment tools to evaluate future technology needs of the school
- Objective 2 – Evaluate integration of technology with respect to increasing student performance.
- Objective 3 – Ensure technical considerations are made as a part of all future construction and expansion plans.

Actions

1. In partnership with parents, students, staff, and technology support personnel a yearly review will be made of technology with recommendations being made that fit within budget guidelines.
2. Student assessment tools will include a portfolio of work completed using technology, scores on eighth grade technology tests, student surveys, and overall attitudes towards technology.
3. Review technology curriculum and lesson plans.

Curriculum Element I. E.

Developing our technology program in collaboration with adult literacy service providers is not applicable for Madison Academy as we are not currently involved with any of those types of programs.

Professional Development

Element II. F. Professional Development Increase staff technological knowledge and use so that teachers can more aptly make use of resources available to enhance instruction and increase student achievement through technology integration.

- Objective 1 – Regularly provide opportunities for growth and development through the use of technology programs, application training, and integration.
- Objective 2 – Provide staff with the necessary training to ensure that they have to ability to teach students to not only use programs, but to integrate the learning process through the use of the programs.
- Objective 3 – Align the technology curriculum to standards set forth in the Michigan Educational Technology Standards.
- Objective 4 - Utilize the electronic library to provide online video training and assessments for teachers.

Actions:

1. In-service time for all currently available technology and all newly acquired technology detailing how to integrate into current educational practice. **On-going**
2. Participate in Instructional Technology (all teachers). **On-going**
3. In-Service annually with contracted technology support personnel.
4. Monitor state and national standards addressing technology competencies for all staff members, take appropriate and timely actions to ensure compliance.
5. Provide media training in technology for several staff leaders who will provide students, parents, and staff with training to utilize technology in research.

6. Provide online update training and workflow capability for the staff leaders who will be responsible for content added to the online library by students and teachers.

Timeline: July 2012-June 2015

Element II. G. Supporting Resources

Technology Director will serve in capacity of a resource person in support of the entire technology program and will possess familiarity with Academy policies, as well as all manuals and printed materials necessary for existing technology. Money will be budgeted and spent at the director's discretion to accrue an adequate "library" of resources for staff use. Director will be familiar with ISD and REMC resources and assist staff in taking advantage of those programs. School website will be kept current and parents and staff will be encouraged to use as a communication tool. Google Apps will be providing online email, calendar, collaboration, and webpage services for our staff. Other resources as presented will be evaluated for their benefit to our staff and may be utilized such as a subscription to Links to Learning or other support programs which will assist in ensuring successful and effective uses of technology.

Infrastructure, Hardware, Technical Support, and Software

Element III. H.

1. Currently, every teacher and administrator has a computer with internet access. There is a computer lab with 25 computers, also online. The following gives a general break down of the hardware, software and infrastructure for these computers.

A. **Teacher computers** – Dell OptiPlex GX620, 2.8 GHz

Hyper Threader, hard drive, Pentium 4, 800FSB, 512K-1024K RAM, Desktop. 17" flat panel monitor and Windows XP operating system. Vostro 3500 Laptops, i3 Processor, 2-3Gb of RAM, Windows XP and Windows 7 operating systems. Every teacher has access to a shared laser printer and a shared copier.

B. **Student computers** – Dell OptiPlex GX270, GX520, and GX620, 2.8 GHz Hyper Threader, hard drive, Pentium 4, 800FSB, 512-1024K Memory, Desktop. 15" flat panel monitor and Windows XP operating system.

C. **Student laptops** – 25 Dell Latitude 2100 Laptops with a portable cart, 25 Apple iBooks's with a portable cart. 60 Acer Laptops with two portable carts. These machines vary in configuration, but are compatible with all current requirements. These have been provided with lockable carts.

D. **Teacher software** – Office XP Pro Enterprise. Google Apps

E. **Student software** –Microsoft Office, OpenOffice

F. **Network** – All computers are networked into an Intel Based File server. The applications and user directories are serviced through this one server. The school is its own local area network (LAN) in each building. Google Apps email is used for communication between staff members. Nightly backup is done through an Intel

Based NAS server. Backups will be stored locally with weekly offsite backups being maintained

G. **Internet** – All staff and students have access to the internet through cable modems provided by Comcast Cable.

H. **Website** – Developed and Maintained by The Romine Group.

I. **Web Content Filtering** - Provided by SonicWall firewalls deployed at each site.

Future Plans – The school will look at the following items as additional purchases that will improve the current technology package:

A. Student computers – Additional computers will be added to each classroom. This will insure that each student will have as much accessibility to educational programs as needed. Additional laptop carts will be purchased to support our High School. The current lab is used almost 100% of the time and not everyone is able to get the class time they would like to have.

B. Student software – Titles will be chosen for supplementation of the Science and Social Studies curriculum that are simulation or role-play oriented. Math and ELA titles will be skill and drill.

3. Basic strategies for ensuring interoperability include the following:

A. Software – The school technology director, media specialist, and the computer technician, scrutinize all software prior to purchasing to ensure that compatibility with all current software and hardware will not be compromised.

B. Controls are in place which prevent the loading of any software to an individual computer without the password consent of the technology coordinator.

C. Peripheral hardware may not be added to any computer without the password consent of the technology coordinator.

D. To the extent possible, makes and models of new hardware will be identical. This will ensure compatibility with the existing system.

E. The school technology director and the computer technician will be the only individuals allowed to access the server or computers for the purpose of doing repairs.

F. Layout for additional purchases and upgrades:

- Once the new computers are purchased the need to upgrade will not be necessary for 3-5 years. The school expects to upgrade all computers after a period of 3-5 years.
- Computers will be replaced or upgraded prior to five years if necessary.

4. In addition to the purchasing of hardware and software, the school will purchase an extended warranty on all Dell products. This warranty is for three years on-site repairs.

The technology coordinator has the ability to troubleshoot most hardware and software issues that arise. For larger problems, the school has contracted with Charter Technologies or repairs or service problems.

Element III. I.

Many different measures will be taken to ensure all students and teachers will have increased access to technology including:

- Open Lab nights
- One-on-one support available for teachers
- The school acknowledges that there may be students that may not have the resources necessary to have access to current technology. The staff will work to ensure that those families have the same access as the other families in the school. The goal is that those with high needs or high poverty never be denied the opportunity to share the experiences that the latest technology can offer.

Funding and Budget

(Element IV. K.) Funding and budget as spelled out on the following chart covers the acquisition, implementation, interoperability provisions, maintenance, and professional development related to the use of technology to improve student academic achievement. Grants will be earnestly sought for the school by our management company to further enhance and supplement the current budget projections.

School Years and Technology Funding Sources

2012/2013	General	Local	State	Grants
Computers and Instructional	\$20,000			\$2,000
Hardware	\$5,000			
Instructional Software	\$1,000			
Staff Software	\$500			\$1,000
Network Infrastructure	\$3,000			
Staff Development	\$2,000			
Technology Coordinator	\$25,000			
Maintenance and Tech Support	\$28,000			
Telecommunications	\$10,000			
Parental and Community Training	\$3,000			
2013/2014	General	Local	State	Grants
Computers and Instructional	\$45,000			\$2,000
Hardware	\$3,000			
Instructional Software	\$1,000			
Staff Software	\$500			\$1,000
Network Infrastructure	\$5,000			

Staff Development	\$2,000			
Technology Coordinator	\$26,000			
Maintenance and Tech Support	\$28,000			
Telecommunications	\$10,000			
Parental and Community Training	\$3,000			
2014/2015	General	Local	State	Grants
Computers and Instructional Hardware	\$35,000			\$2,000
Instructional Software	\$7,000			
Staff Software	\$2,000			
Network Infrastructure	\$1,500			\$1,000
Staff Development	\$7,000			
Technology Coordinator	\$2,000			
Maintenance and Tech Support	\$27,000			
Telecommunications	\$28,000			
Parental and Community Training	\$10,000			
	\$3,000			

Monitoring and Evaluation

Element V. L. Evaluation

Madison Academy will periodically evaluate the extent to which activities are effective in integrating technology into curricula and instruction (and curricula into technology), increasing the ability of teachers to teach, and enabling students to reach challenging state and national academic standards. These evaluations will be conducted by the management company, the administration, and the technology director, through written surveys and assessments, and evaluations after in-service training experiences.

- Objective 1 – Design assessment tools to evaluate future technology needs of the school
- Objective 2 – Evaluate integration of technology with respect to increasing student performance.
- Objective 3 – Ensure technical considerations are made as a part of all future construction and expansion plans.
- Objective 4 – Provide strategies for how unmet goals will be met.

Actions:

1. In partnership 2 staff members, the technology coordinator and the school administrator, a yearly review will be made of technology with recommendations being made that fit within budget guidelines. This team will evaluate if the goals are being met and determine a corrective action plan to ensure compliance **(Annually)**
2. Student assessment tools will include a portfolio of work completed using technology, scores on eighth grade technology tests, student surveys, and overall attitudes towards technology.
3. Weekly technology skills will be incorporated into teacher lesson plans. **(Ongoing)**

MADISON ACADEMY – POLICIES AND PROCEDURES

Student Internet/On-Line Services User Rules & Agreement

Madison Academy has the capability of offering Internet access to its students. Access to the Internet enables students to exchange electronic mail messages with other users and explore thousands of libraries, databases and bulletin boards throughout the world. Use of the Internet and other on-line information services is a privilege extended to students, faculty and staff to enhance learning opportunities.

Although the Internet offers valuable resources and opportunities for learning, some material accessible on-line may be illegal, defamatory, inaccurate or potentially offensive to some people. Use of the Internet and other on-line services in Madison Academy is restricted to activities which support the educational goals and objectives.

Madison Academy respects each family's right to decide whether or not to allow their child to apply for access to the Internet and other on-line services. Parental permission is required for students under the age of 18 to use on-line resources at Madison Academy. The following guidelines have been established regarding the Internet and other on-line services:

1. Students are responsible for good behavior on school computer networks, just as they are in classrooms and school hallways.
2. The administration, faculty and staff of Madison Academy may deny, revoke or suspend student access accounts for inappropriate use of the Internet and other on-line information services.
3. Madison Academy reserves the right to review any material stored in files and may edit or remove any material which the staff, in its sole discretion, believes may be unlawful, obscene, abusive or otherwise objectionable.
4. Transmission of any material in violation of U.S. or state regulations, including copyrighted, threatening or obscene materials, is prohibited.
5. Use for commercial activities by for-profit organizations, product promotion, political lobbying or illegal activities is prohibited.
6. Internet use and other on line services not permitted include but are not limited to the following:
 - Sending, receiving or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting or attacking others
 - Damaging computers, computer systems or computer networks
 - Violating copyright laws
 - Using another person's account and/or password
 - Giving your account and/or password to another person
 - Trespassing in another person's folders, work or files
 - Intentionally wasting limited resources
 - Employing the network for commercial purposes

- Divulging personal information about yourself or others to strangers (includes addresses, telephone numbers, credit card numbers, passwords or other confidential information).

7. Madison Academy will adhere to the federal requirement for privacy and internet safety that are outlined in The Children’s Internet Protection Act (CIPA)

Violations will result in a loss of access as well as other disciplinary or legal action. School disciplinary action will be determined by the school administration in accordance with the Student Code handbook and Board Policies and may result in suspension or expulsion.

The signatures of both the student and the parent/guardian (for students under the age of 18) are mandatory before access to the Internet and other on-line services may be granted.

Madison Academy Internet/On-Line Services User Agreement and Parent Permission Form

I have read and hereby agree to comply with the terms and conditions outlined above.

Student Signature:

Date

Student Name (please print):

Grade:

Date of Birth:

As parent/legal guardian of the student signing above, I grant permission for my child to access network services such as electronic mail and the Internet. I have read and agree to Madison Academy’s Internet/On-Line Services Use Procedure, and understand that I may be held responsible for violations by my child. I understand that my child’s access account can be used to access the Internet from computers outside the school community. I understand that some materials on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child, and conveying to him/her appropriate standards for selecting, sharing and/or exploring information and media.

Parent/Guardian Signature:

Date:

Parent/Guardian Name (please print):

Address:

Home Telephone:

Daytime Telephone:

MADISON ACADEMY – POLICIES AND PROCEDURES

#17 Content Filtering Policy

Undesirable Materials: Madison Academy will take all possible precautions to restrict access to undesirable materials. Comcast Cable is the schools Internet provider which uses content filtering software on its equipment to screen all Internet web sites by URL and/or by keyword search. However, students and teachers must also accept responsibility for restricting access to these materials. Students who gain access to undesirable Internet materials must report this material to their teacher. Teachers who gain knowledge of undesirable Internet materials must report this material to an administrator.

Security: Students and teachers must not allow others to use their network accounts (both Internet and School accounts). Network storage areas may be treated like school lockers. Designated school personnel may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school file servers would always be private.

Parental Permission: Student and parent signatures on the Acceptable Use Internet policy will allow independent student use of the Internet. Instructions on Internet use will be given to students by their teachers.

E-Mail: E-mail accounts may be assigned to students at the school's discretion. E-mail accounts will be assigned to teachers on a continuing basis. Hate mail, harassment, discriminatory remarks and other inappropriate behaviors are prohibited on the network. Receipt of inappropriate mail should immediately be reported to a teacher and to an administrator. The use of encryption will be permitted. No right of privacy exists in favor of any employee of the firm in respect to this information.

Chat and User Groups: Independent student use of chat and user groups is not allowed.

Copyright and Citations: Any copyrighted materials are subject to the Fair Use provision of copyrighted materials as it relates to education. Internet materials used in reports or other documents must be cited. If there is no direct citation, the Uniform Resource Location (URL) must be cited.

Downloading: Downloading from the Internet without approval from a teacher or building principal is not allowed.

Private Internet Providers: Students may not use school computers to access private Internet providers.

Board President's Signature:

Date Adopted:
