

# **Educational Technology Plan**

For

**School District and Building**

Of

**New Bedford Academy  
6315 Secor Rd.  
Lambertville MI 48144  
(734)854-5437**

**District code 58901  
Building code 8632  
Creation Date July 1, 2012**

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**Monroe County Intermediate School District  
New Bedford Academy  
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**NBA's Mission Statement:**

New Bedford Academy is a fully accredited public school providing quality education through ability-based instruction in a safe and caring environment.

**District Profile:**

New Bedford Academy is a tuition-free public school academy serving approximately 175 students in the Kindergarten through the eighth grade. Located in Lambertville, Michigan, the academy is chartered through Ferris State University. It was founded in 1998, when it initially held classes in local area churches.

In February of 2000, New Bedford Academy moved into a newly constructed facility at 6315 Secor Road. The site includes 25 wooded acres of wetlands with an outdoor playground area adjacent to the school building. A gymnasium with storage accommodations and meeting rooms was added to the original structure and opened for use in September of 2001.

The Academy provides a multi-age, center-based learning environment for children residing in several neighboring rural and suburban communities. The curriculum is technologically enriched and tailored to the needs of each individual.

Presently the facility at 6315 Secor Rd. is the only building of the academy. It consists of five doublewide classrooms, an art room, a teachers' lounge, a main office, and a gymnasium. Each classroom houses approximately 40 students and one to two certified instructors.

Total staffing for NBA consists of 7 full-time and two part-time classroom teachers, a full-time special needs instructor, and one part-time speech therapist. The academy also employs 3 shadow paraprofessionals, two maintenance people, a school secretary, and an administrator.

# **New Bedford Academy Vision and Goals**

## **NBA's Vision Statement:**

To be the most prestigious K-12 school in Monroe and Lenawee Counties.

New Bedford Academy will offer its students hands-on, inquiry-based learning, enhanced by technology, as an integral part of the instructional curriculum. The technology education program is designed to develop skills that students will need to be successful now, at their next level of education, and beyond. This is consistent with the overall mission of the academy to provide students with quality education.

## **NBA's Technology Goals:**

### **Goal 1:**

To acquire and upgrade technological hardware and software sufficient to provide all students with access to the World Wide Web and the latest educational programs available.

### **Goal 2:**

To fully integrate technology into the core curricula (Math, Science, Language Arts, and Social Studies) to such an extent that students will be able to utilize it for research, composition, and presentation.

### **Goal 3:**

To provide NBA staff with professional development opportunities that will enable them to more effectively integrate technology into their daily instruction.

### **Goal 4:**

To ensure all students are grade level proficient in the state's technology standards according to the grade level expectations.

# Curriculum

## Curriculum Integration:

### A. Goals and Strategies

1. Students will be proficient using multiple media to formulate and present a research paper.
  - a. Students will develop power points to present research papers.
  - b. Students will use a word processor, incorporating clip art and proper references for papers.
  - c. Students will use proper keyboarding posture, finger positions, and touch-typing techniques.
  - d. Students will use the Internet to connect to the World Wide Web for research references.
  - e. Students will be able to use scanners, overheads, and computers to present research papers.
2. Students will be able to identify and define the terminology and function of the tools on a computer.
  - a. Students will use the computers daily.
  - b. Students will be given technology instruction including definition and description of tools and their uses.
  - c. Students will be given teacher generated assessments on terminology and tool function of the computers.
3. Students will employ technology to improve scores on standardized and teacher created testing.
  - a. Students will use textbook web sites to practice test-taking skills.
  - b. Students will use textbook web sites to check for comprehension of subject unit.
  - c. Students will participate in the Scantron computerized testing program.

4. Teachers will utilize technology to enhance instruction across curricula.
  - a. Teachers will assign textbook web sites for students to practice test taking skills.
  - b. Teachers will use large screen monitors for instruction purposes.

#### B. Student Achievement

1. Each classroom at New Bedford Academy houses at least eight computers for student use.
2. Instructors have a computer with a large screen monitor for instruction.
3. Computer usage is integrated into the regular curricula compared to being taught as a computer lab.
4. Students utilize technology to enhance all subject areas within their classroom.

#### C. Technology Delivery

1. New Bedford Academy is able to access informational and educational videos through the cable provider to enhance instruction and increase student achievement.
2. The academy has purchased web-based programs for students' use in school and at home.

#### D. Parental Communications and Community Relations

1. New Bedford Academy's Parent Teacher Team (PTT) hold monthly meetings with curriculum matters including technology use.
2. Communication to the parents goes out in a monthly newsletter known as *The Rocketeer*.
3. New Bedford Academy's web page informs the community of the technology used by the students.
4. The roadside marquee is also used to communicate to the parents and community.

## E. Collaboration

1. At the present time New Bedford Academy is not associated with any particular adult literacy service provider. However, we will continue to look for any opportunities along these lines.

## **Professional Development**

### F. Professional Development

1. Professional development is offered to staff on an ongoing basis. Professional development will provide opportunity for staff to be aware of state and national technology standards. Some sessions are offered internally and others are offered individually by the county's ISD.
  - a. Staff will be trained on any new software purchased by the academy.
  - b. Mentoring teachers will train new teachers on how to integrate technology into the curriculum.
  - c. All teachers will be proficient at using and up dating classroom web pages by September 2009.

### G. Supporting Resources

1. New Bedford Academy's staff will participate in technology training offered by the Monroe County ISD.
2. Professional staff will attend technology workshops.
3. New software will be acquired after review and evaluation.
4. Video lending libraries will be utilized.
5. Online subscription services will be purchased.
6. The school's web page will be updated and maintained.

# **Infrastructure, Hardware, Technical Support, and Software**

## H. Infrastructure Needs/Technical Specification, and Design:

### 1. Current status

- 21 students computers
- 5 classroom instruction stations
- 5 ten out-put port computers
- 2 scanners
- 8 printers
- 5 vcr/dvd players
- 6 large screen monitors
- 5 overhead projectors
- 1 digital still camera
- 4 network servers (1 with proxy)
- 1 cable modem for internet
- 1 Carvin sound system
- 2 copiers
- 500 various educational CDs

### 2. Hardware, software, and networking needs

There are five classrooms with eight to ten computers in each room. The academy plans on purchasing one 10 out-put student computer each year.

Each classroom will acquire new computers every 5 years.

Each classroom will be equipped with a scanner by.

Teachers' stations will be up-dated on a need basis. Also, servers and network switching devices will be up-dated on a need basis.

New software will be acquired that is compatible with up-dated computers.

### 3. Technical support

Application support is available on a daily basis from the technology specialist.

1<sup>st</sup> Frame Service, a local and readily available service, will provide maintenance and repair for individual computers. Network repairs will be performed by Helicon technical support.

#### I. Increase Access

1. The plan is to consistently upgrade software and hardware by maintaining and acquiring the needed hardware and software to stay up-to-date with technology. Updating both software and hardware will help ensure that all students are able to utilize technology in their learning experience.

## Funding and Budget

### J. Budget and Time table:

The following is a projected budget for this plan:

	Item Description	Cost	Qty.	Total
2012-2013 School Year	Internet Access	\$1,400	1	\$1,400
	Student 10 out-put Computers	\$750	1	\$750
	Junction Boxes	\$200	10	\$2,000
	Professional Development	\$350	3	\$1,050
	Maintenance (parts and labor)	\$15,000	1	\$15,000
2013-2014 School Year	Internet Access	\$1,400	1	\$1,400
	Student 10 out-put computers	\$800	1	\$800
	Professional Development	\$500	1	\$500
	Teachers' computer station	\$3,500	1	\$3,500
	Maintenance (parts and labor)	\$15,000	1	\$15,000
2014-2015 School Year	Internet Access	\$1,400	1	\$1,400
	Student 10 out-put computers	\$850	1	\$850
	Professional Development	\$500	1	\$500
	Teachers' computer station	\$3,500	1	\$3,500
	Maintenance (parts and labor)	\$15,000	1	\$15,000

### K. Coordination of Resources

1. New Bedford Academy will continue to take advantage of online resources offered by the State of Michigan to facilitate some of the educational development activities.
2. The academy will seek professional development in technology through the Monroe County Intermediate School District.
3. The academy, in cooperation with its management service provider Helicon Associates, will work on a continuous basis to explore all possible sources of technology grants for funding.

## **Monitoring and Evaluation**

### **L. Evaluation**

New Bedford Academy will employ a variety of strategies to evaluate the effectiveness of its technology plan. Administration and the school Improvement Team, through feedback from the classroom teachers, are responsible for the evaluation of the goals and will devise a plan to solve any unmet goals.

- a. The teachers will instruct and assess students' progress in the area of application skills.
- b. Teachers utilizing the computers as part of the curriculum will be monitored by administration.
- c. Students' online assessments and programs will be tracked and recorded.
- d. Teacher generated assessment, based on the state standards, will be administered annually.
- e. All technology components will be inventoried annually and evaluated for functionality.

### **M. Acceptable Use Policy**

1. Strategies are in place to monitor the district's Acceptable Use Plan for staff and students use of the technologies. The academy's Acceptable Use Policy recognizes the existing federal requirements for privacy and Internet safety as stated in the Children's Internet Protection Act (CIPA). The academy provides for educating minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response." The academy uses a hardware fire wall and a software proxy server as filters of inappropriate content.
  - a. All parents must sign a Computer Equipment Acceptable Use Agreement and an Internet Acceptable Use Agreement. Copies of these agreements are attached.

- b. Monitoring of staff use of computer equipment and Internet access is handled by our personnel management company, M.J. Management.
- c. Appropriate filtering software has been installed on the network server to guard against visiting unacceptable Internet sites and will continue to be monitored and updated.

# New Bedford Academy

## Computer/Internet Acceptable Use Agreement

Parents and Students: This agreement outlines the rules for responsible use of the Internet at New Bedford Academy, and is in compliance with the federal Children's Internet Protection Act (47 USC 254 (h) and (l)). NBA has installed on its computers and computer network a technology protection measure that protects against Internet (which, as used in this policy, includes the World Wide Web) access by both adults and minors<sup>1</sup> to material which is: obscene: child pornography<sup>2</sup>, or; harmful to minors<sup>3</sup>. Please read this carefully. In order your child to utilize the school's computers and software, or to access the Internet, we require that this agreement be signed and returned to school.

1. New Bedford Academy will provide each student with training in the proper use and care of computer equipment, the Internet, and software.
2. The use of school computers and Internet access is a privilege, which may be withheld if the student damages, is irresponsible, or malicious in their use.
3. The school has the right to remove any material from school computers that the staff deems as inappropriate or not in keeping with our educational mission. Students will not install unauthorized software on school computers.
4. Each student is responsible for proper behavior while using computers and/or the Internet. The same rules and behaviors identified in the Code of Conduct apply to computer usage.
5. The school has the right to monitor all activity, e-mail correspondences, and material transmitted or received by students on school computers.
6. Students are not permitted to transmit or publish any defamatory, abusive, profane, threatening, or illegal material.
7. Students must respect all copyright laws that protect software owners, artists, and writers.
8. Security is a high priority at New Bedford Academy. Using someone else's logon ID or password is prohibited. Trespassing in another's files without written permission is prohibited.
9. New Bedford Academy will take appropriate measures to protect students from accessing inappropriate information and from receiving or engaging in inappropriate communications. However, due to the unregulated and ever-changing nature of the Internet, we assume no liability for any damages a user may incur as a result of Internet access.
10. The New Bedford Academy staff and Board of Directors are solely responsible for deciding what constitutes appropriate use and defines acceptable content.
11. Violation of this agreement may result in disciplinary action including loss of computer privileges, Internet access, or financial restitution for equipment damage, or other disciplinary action as determined by the school. Users are subject to all applicable local, state, and federal laws.

Please read and sign the back of this agreement.

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<sup>1</sup> Individuals under the age of eighteen (18) years.

<sup>2</sup> Any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image of picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where: 1) the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; 2) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct; 3) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or 4) such visual depiction is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.

<sup>3</sup> Any communication, picture, image, graphic image file, article, recording, writing, or other matter of any kind that: 1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; 2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and 3) taken as a whole, lacks serious literary, artistic, political or scientific value to minors.

I have reviewed this agreement with my child, understand, and agree to abide by the terms and conditions as stated. I understand that the school's computing resources are for educational purposes only.

As the parent or legal guardian of \_\_\_\_\_, I grant permission for my child to use the school computers, software, and to access the Internet. I understand that it is impossible for New Bedford Academy to restrict access to all controversial material and I release New Bedford Academy from any and all claims that may result from my child's use of the Internet or internal computer network. I accept full responsibility for supervision of my child when accessing Internet resources provided by New Bedford Academy outside the school premises.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date