

Cologne Academy
District 4188
Technology Plan 2008 – 2011

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Planning and Needs Assessment

Organization Leadership and Technology Planning Committee

Name	Title
Lynn Gluck	Interim Director
Steven Moeller	Board Chair
Scott Pelletier	Board Treasurer

Demographics of School

Cologne Academy is located in Cologne Minnesota. Cologne Academy is a charter school and was opened September 2008 with 134 students for grades K-5. The school has a projected enrollment of 176 students for the 2009 – 2010 school year for K-6. Cologne Academy is a Core Knowledge School for K-8 that is sponsored by Friends of Education. The school has a full time staff of 14 and a part time staff of 6.

Needs Assessment Method and Results

The computer hardware selected was based on the requirements of the testing software that was used. The number of computers was based on the budget and number of students. The needs assessment was conducted the summer prior to opening the school by the school director and one board member. This is the first technology plan created by and for this school.

Vision, Goals, Objectives, and Strategies for Technology

Technology Integration with Curriculum and Instruction

Part of the schools mission is to provide the students with a context rich education. Having access to online assessment software, online learning programs and enough computers for one full class at time allows the school to reach for this goal.

Increase/Improve Technology Access

The school has a media lab with enough computers to support each student in a particular class. Each class has a maximum of 25 students and the lab has 25 computers. Each class also has two computers for student use.

Administration

The administration has laptops to assist them in their jobs.

Professional Development

Each teacher has a laptop that they can access online learning programs such as the Pearson's Perspective website.

Assessment

Student assessment is addressed using NWEA online.

Online/Distance Learning

The school has limited access to Lexia and Study Island for student learning.

Parental Involvement

The school has a strong parent involvement ratio and they provide feedback on technology needs. The school plans to develop a parent portal in the future to give parents better access to information and the school better feedback from parents.

Policies and Procedures

Equitable Access for Students with Exceptional Needs

All students have access to computers. As special needs are identified the staff finds assistive technology to meet those needs. Because we are a small school, reaction time to find assistive tools is quick. The school uses assistive technology on a case-by-case basis as needs are identified so that all students have access to computer technology.

Data and Network Security

The schools network server and security is handled by Corporate Technologies Inc. that is contracted on a monthly contract for IT work. They also handle data backup and maintenance of email accounts.

Internet Safety and CIPA Compliance

The school has an Internet use policy that addresses Internet safety. Internet filter software is being evaluated to meet CIPA compliance. See appendix A for the school policy.

Technology Infrastructure, Management, and Support

Telecommunications Capacity

The school building is wired with broadband network cables and has DSL for Internet connection through out the building. Telephones are in each classroom.

Equipment Access for Instruction

Each classroom has 2 desktop computers for student use. The media center lab has 25 desktops for student testing and instruction (The maximum class size is 25 so each student has access.). There are 16 laptops for teacher and administration use. The school has one Server located in the school building.

Assistive Technology

The school has access to NWEA for assessment testing. The school also has had access to Lexia and Study Island for a limited amount of time for student study.

Average Age of Equipment for Instruction

One year.

Handhelds, Tablet PCs, Interactive Whiteboards and other devices

The school has 2 Interwrite pads.

Replacement Schedule

Each year the hardware will be evaluated to determine if replacement is necessary due to technology advances.

Technology Platform

Intel based platforms with Microsoft XP Windows.

Technology Staff Support

Technology support is handled with a monthly contract with a company named Corporate Technologies Inc.

Role of School Media Center

The school has a media center with 25 desktop computers with board band Internet access. This allows each student in a class to have access to a computer for NWEA testing and other online study programs.

Staff Development and Training

Each of the schools staff has a laptop computer with which they can use for online training and personal development.

Budget for Technology

UFARS OBJECT CODE	CATEGORY	ITEM(S) DESCRIPTION	FY2008 BUDGET	FY2009 BUDGET	FY2010 BUDGET	FY2011 BUDGET
100	Salaries and Wages for Technology Staff					
200	Fringe Benefits For Technology Staff					
300	Purchased Technology Services	Corporate Technologies	N/A	22,500	12,000	12,000
	Consultant Services					
	Communications (telephone, Internet access)	Embarq Communications	N/A	15,000	15,000	15,000
	Computer and System Services					
	Technology Staff Development					
	Technology Workshops and Conferences					
	Technology Leases and Rentals					
	Purchased Technology Services (i.e., maintenance)					
400	Supplies and Materials (computer software, etc. both instructional and non-instructional)	Software, technology under \$500	N/A	17,000	7,000	7,000
500	Capital Expenditures (technology equipment)	Computers, LCD Projectors, smart boards	N/A	60,125	20,000	20,000
800	Other Expenditures (list)					

TOTALS			114,625	54,000	54,000
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Implementation Plan

The school is adding two additional classes so will require 4 additional computers so that each of the classrooms can have 2 computers. Mobi pads will be purchased as well. The Mobi pads will aid student teacher interaction in the classroom and provide immediate feedback making students accountable for their answers. Mobi pads aid in collaborative learning. Internet filter software will be purchased to meet CIPA standards. The summer prior to the start of school the staff, director and board will meet to see if there are other technology needs.

Evaluation Plan

Summary of Results of Evaluation of Previous Three-Year Plan

The schools first year of operation was September 2009 so there is no prior evaluation plan.

Evaluation Strategy for 2008-2011 Technology Plan

The school director, staff, and school board will meet in the summer prior to the start of school to identify any technology needs for the coming school year.

Appendix A:

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school computer system and the Internet, including electronic communications, the school considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school expects that faculty will blend thoughtful use of the school computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school is providing students and employees with access to the school computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the system to further educational and personal goals consistent with the mission of the school and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school system or the

Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the school system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school system to engage in any illegal act or violate any local, state or federal statute or law.
 4. Users will not use the school system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer

viruses or by any other means, will not tamper with, modify or change the school system software, hardware or wiring or take any action to violate the school's security system, and will not use the school system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Users will not use the school system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
7. Users must keep all account information and passwords on file with the designated school official. Users will not attempt to gain unauthorized access to the school system or any other system through the school system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the school system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use the school system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school. Users will not use the school system to offer or provide goods or services or for product advertisement. Users will not use the school system

to purchase goods or services for personal use without authorization from the appropriate school official.

- B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. In the case of a school employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school employee, the building administrator.

VI. FILTER

ALTERNATIVE NO. 1

For a school which does not seek either state or federal funding in connection with its computer system, the following language should be adopted. It reflects a mandatory requirement under state law, Minn. Stat. §125B.15.

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.

[Note: The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering technology, school sites still are required to use "other effective methods" to restrict student access to such materials.]

ALTERNATIVE NO. 2

Prior to the expiration of funding in 2002, technology revenue was made available to schools that met the additional condition of also restricting adult access to inappropriate materials. Schools that sought such state technology revenue may have adopted and now may elect to retain the following language even though additional revenue presently is not made available. However, the school is not required to do so.

- A. All School computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials

that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.

- B. All School computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.

[Note: The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering technology, school sites still are required to use “other effective methods” to restrict student access to such materials.]

ALTERNATIVE NO. 3

Schools which receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. This law requires school s to adopt an Internet safety policy which contains the provisions set forth below. Also, the Act requires such school s to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. Schools that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school s that seek such federal financial assistance satisfies both state and federal law requirements.

- A. With respect to any of its computers with Internet access, the School will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or

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 as to minors.
- C. An administrator, supervisor or other person authorized by the Administrator may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

[Note: Although schools are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school computer system and use of the Internet shall be consistent with school policies and the mission of the school .

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school system, the school does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school system.
- B. Routine maintenance and monitoring of the school system may lead to a discovery that a user has violated this policy, another school policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School employees should be aware that the school retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school employees should be aware that data and

other materials in files maintained on the school system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

- F. The school will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school policies conducted through the school system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school .
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL LIABILITY

Use of the school system is at the user's own risk. The system is provided on an "as is, as available" basis. The school will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school system. The school will not be responsible for financial obligations arising through unauthorized use of the school system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school policies relating to Internet use.
- B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with school policies.
2. Disclaimers limiting the school 's liability relative to:
 - a. Information stored on school diskettes, hard drives or servers.
 - b. Information retrieved through school computers, networks or online resources.
 - c. Personal property used to access school computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school 's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school system and of the Internet if the student is accessing the school system from home or a remote location.
- B. Parents will be notified that their students will be using school resources/accounts to access the Internet and that the school will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - 1. A copy of the user notification form provided to the student user.
 - 2. A description of parent/guardian responsibilities.
 - 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 - 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 - 5. A statement that the school's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.

- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.