



A Public School Academy Featuring Grades K-8
Wayne RESA
District - 82930

TECHNOLOGY PLAN

September 2011 – September 2015

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*Dove Academy's Technology Plan is posted on
www.doveacademy.net*

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SECTION 2 – INTRODUCTORY MATERIAL

MISSION

The mission of Dove Academy is to educate all students so they can effectively, efficiently, and successfully communicate (read, write, and speak) and solve complex mathematical challenges. The school’s curriculum places a strong emphasis on math and communication skills. All other subjects such as science, social studies, art, music and physical education are supported by a solid foundation of literacy and mathematics.

Belief Statements:

- ❖ People want to succeed
- ❖ Schools are for teaching and learning
- ❖ All students can learn
- ❖ Teachers facilitate learning
- ❖ Success is measured by growth

Dove Academy is guided by an instructional program designed to:

- ❖ Prepare all students for a college education
- ❖ Develop the character of all students as preparation for being responsible and productive citizens in our society
- ❖ Build the math, reading and writing skills students will need to serve as a foundation for their higher education and a happy and successful life.

INTRODUCTION

Since August of 1997, Dove Academy of Detroit has been committed to providing choice in public education serving approximately 450 students distributed between grades Kindergarten through eighth grade. Dove Academy is a public school academy authorized by Oakland University and managed by Schoolhouse Services and Staffing. As a Public School Academy (PSA), Dove Academy functions as its own district. The Academy’s Board of Directors has contracted with an Education Service Provider, Schoolhouse Services and Staffing, to manage all operations of the school. Educators, administrative support personnel, resource specialists, and technology (sub)contractors are managed by Schoolhouse. The Academy participates and receives services as a member of Wayne RESA.

Dove Academy’s highly-qualified staff is dedicated to continuous improvement through strategic planning. The school features a staff of 45 professionals (Appendix A), including:

Position	Number of Staff
Classroom Teachers	22
Special Class Teachers	5
Support Staff	4
Paraprofessionals	5
Office Staff	1
Lunch Aides	1

Ninety-nine percent of Dove Academy’s students are African-American and the remaining one percent is Caucasian. 94% percent of the student population qualified for free/reduced lunch during the 2010-2011 school year.

The Academy has earned full membership and accreditation status with the North Central Association of Colleges and Schools (NCA) since April of 2001. NCA accredits colleges and schools based on academic and institutional standards and criteria. In the spring of 2007, Dove Academy was recognized by the Good Schools: Making the Grade Initiative as 1 of 6 High Performing Public Elementary Schools in Detroit. Dove Academy was the only public charter school of the 6 to earn this level of recognition. In 2010, Dove Academy was again honored by the Good Schools: Making the Grade Initiative as an “Improving School.” Dove Academy is a No Excuses University. The Academy is the only school in Michigan to earn membership in a nationwide network of schools focused on college readiness and character development.

Technology Planning Team

Technology planning occurs at both the Academy level and in collaboration with the Education Service Provider and (sub)contractors.

The Technology Team is chaired by the Technology Director and is responsible to Dove Academy’s Principal. Members consist of administrators, representatives from the staff, and a technology consultant. This group will set direction on an on-going basis for the Technology Program/Plan, assign tasks to the work groups, and prioritize program response, including hardware and software acquisition, to the expressed needs of the learning community. This team will also meet on an as-needed basis to resolve specific issues and/or work on specific tasks. Notices of meetings, including the specific task to be accomplished, will be sent to all technology team chairpersons and those interested in the specific task may attend.

The technology team will set technology goals for each grade and subject. These teams will also work with the school’s curriculum teams to align/coordinate technology goals with the overall academic curriculum goals.

- Frank Nardelli Principal
- Jean Fadden Technology Director/Teacher
- Stacey Doctor Assistant Principal
- Tiffany Jones Parent
- Susan Diehl Superintendent
- Philip Yaccick Principal of Weston Preparatory Academy
- Tom White Principal of Eaton Academy
- Bob Matesic Technology Consultant

SECTION 3 – VISION AND GOALS

VISION

To live, learn, and work successfully in an increasingly complex and information-rich society, students must be able to use technology effectively.

Within an effective educational setting, technology can enable students to become:

- Capable information technology users

- Information seekers, analyzers, and evaluators
- Problem solvers and decision makers
- Creative and effective users of productivity tools
- Communicators, collaborators, publishers, and producers
- Informed, responsible, and contributing citizens

The Academy uses technology as a tool for learning and skill acquisition. As a result, the primary function that technology serves is that of practical application in teaching and learning. Specific objectives are created, revised, and expected across grade-level and school-wide.

In accordance with the *International Society for Technology in Education's (ISTE) National Educational Technology Standards (NETS•S) and Performance Indicators for Students (Appendix B)*, all students will be able to:

- ☑ *Demonstrate creative thinking, construct knowledge, and develop innovative products and processes*
- ☑ *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*
- ☑ *Apply digital tools to gather, evaluate, and use information*
- ☑ *Use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources*
- ☑ *Understand human, cultural, and societal issues related to technology and practice legal and ethical behavior*
- ☑ *Demonstrate a sound understanding of technology concepts, systems, and operations*

The Academy seeks to provide all students with the technological tools necessary for them to achieve success in their secondary education (Grades 9-12) and beyond. The classrooms and overall school building should reflect technological advances on a continuous basis. The school's objective is that use of technology becomes the norm for all students. The Academy strives to prepare students for a world where technology is continuously evolving. This demand means that students must have higher order thinking skills so that they will be competent problem solvers.

All students in grades 1-8 are required to take computer literacy classes in a fully equipped Computer Lab in all four marking periods of every school year. The school's Technology curriculum (Appendix C) is based on the Michigan Department of Education's Educational Technology Standards and Expectations for grades K-2; 3-5; and 6-8. These Standards are organized in six main themes:

- Basic Operations and Concepts
- Social Ethical, and Human Issues
- Technology Productivity Tools
- Technology Communication Tools
- Technology Research Tools
- Technology Problem Solving and Decision Making Tools

GOALS

- 1) We will provide technology instruction that meets or surpasses the Michigan Department of Education's Educational Technology Standards and Expectations for all K-8 students.

- 2) We will provide the students and staff with the resources necessary to access the internet as a tool to enhance instruction.
- 3) We will provide professional development and technical training to the staff that will increase staff technology literacy and enable all instructional staff to integrate technology throughout their teaching and the learning experiences that they facilitate for their students.
- 4) We will provide technology support systems to provide a secure and safe teaching and learning environment for our students and staff.
- 5) We will provide technology to communicate with parents and the community.
- 6) We will provide opportunities to the parents and community to experience technology through the school

I. CURRICULUM

Dove Academy implements a Technology Curriculum (Appendix C) for each grade level (K-8) that is based upon the Michigan Department of Education's Educational Technology Standards and Expectations.

Beginning in Kindergarten, students learn to utilize technology as a tool for learning. All classrooms are equipped with at least one student computer and internet access. All classrooms are also equipped with a Promethean Board, projection system, class set of handheld Promethean Activotes, a Promethean wand and a Promethean slate. Several document cameras are also shared between the classrooms. A digital camera is available to the staff along with a variety of printers. A full-time Technology teacher provides instruction on a weekly schedule to students in grades one through eight in a fully equipped Computer Lab. Enough desktop computers are provided in the lab to allow each student in a class individual access to a work station. A Promethean Board and projection system is also utilized as a demonstration tool that can be viewed by an entire class of students simultaneously in the lab.

Netbooks will be provided to the students in accordance with this Technology plan over the next four years. In addition, wireless internet access will be installed in each classroom during the summer of 2011. As their skills develop, students are given many opportunities to generate projects using technology and to reinforce their learning of the core academic subjects in their grade level through guided use of educational software.

Faculty members use technology to improve teaching and learning, and to reflect on the ways in which various technologies can enhance good teaching and learning practices. The Academy has a current Technology Plan on file with Michigan's Department of Education.

A. SECTION 4 - CURRICULUM INTEGRATION

Goal: *Align the school's curriculum with the state's standards for using telecommunications and technology to improve teaching and learning.*

Action Plan:

The Michigan Educational Technology Standards and Expectations for each grade level will be added to the school's Curriculum Guide. Each member of the Staff will be provided with a copy of the Michigan Educational Technology Standards and Expectations for the grade level that they work with. A survey will be developed and administered to the staff to determine each staff member's skill level regarding their use of technology and telecommunications. The survey will also determine how the staff is currently integrating the Michigan Educational Technology Standards and Expectations into their teaching. The results of this survey will be used to determine what kind of Professional Development is needed regarding the uses of technology and online resources. The results of this survey will also reveal how much training is needed regarding the integration of the technology standards into each grade level's curriculum.

The implementation of this plan of action could include general in-service training and specialized training provided by the school's Technology Consultant, the school's Technology Teacher, software suppliers, textbook publishers, Oakland University, and/or Wayne RESA.

B. SECTION 5 - STUDENT ACHIEVEMENT

Goal: *Utilize research-based strategies and best practices that integrate technology into the curriculum and instruction for the purpose of improving student academic achievement.*

Action Plan:

In order to integrate technology into Dove Academy's educational program we will focus on three different areas of technology. These areas of technology will be the foundation for other technologies so they may also be integrated into the school's curriculum. Research also supports that these three areas of technology support overall student achievement.

Area One – Professional Development

Before we can implement any type of technology into the classrooms at Dove Academy we must first expose our teachers and staff members to these technologies. According to the U.S. Department of Education, "student success and performance are directly related to teacher training." Our school has acquired powerful forms of technology that can be used as a tool to raise student achievement. Some examples of these technologies include the Promethean technology available in every classroom. All staff have participated in an extensive training course during the 2010-2011 school to learn how to utilize their Promethean Board as a teaching and learning tool in their classroom. This training course will be extended during the summer of 2011 and 2011-2012 school year. Without professional development most technology will either not be used to its full potential or not be used at all. Professional development is the key to technological success in the classroom.

Area Two – Electronic Assessment

The benefits of using electronic assessments to measure student performance are very clear. As demands for academic achievement continue to increase, skill in technology is becoming a workforce requirement and essential academic tool. By using the technology of electronic assessment we are providing teachers with a tool that will improve the return on test results and also inform teachers of their instruction. This technology has been proven to help customize learning and assessment. Electronic assessment can be an excellent addition to any classroom curriculum. Grades 3-8 currently utilizes Performance Series Testing (PST) as an online assessment for all students. All staff in grades 3-8 were trained to utilize the PST testing system and resources provided to teachers and students through the PST. During the summer of 2011, the staff in grades K-8 will be trained to utilize Scantron's Achievement Series testing system. The Achievement Series online assessment will be implemented in all grade levels during the 2011-2012 school year. In addition, teachers in grades K-8, Support Teachers and Special Class Teachers will be trained to utilize the online teaching and learning resource Study Island. The school has subscribed to Study Island and provided the staff with introductory training for this service during the 2010-2011 school year. More training will be provided during the summer of 2011 and 2011-2012 school year.

Area Three – Technology Tools and Equipment

Below is a list of recommended technologies that have been proven to enhance curriculum in the classroom:

1. Promethean Board
2. Promethean ActiVote class set
3. Promethean Slate for each classroom
4. Promethean Planet website

5. Digital cameras/Video cameras)
6. Digital projectors for each classroom
7. Internet-ready computers and printers in every classroom
8. School wide electronic mail system
9. Electronic assessment tools (PST, Achievement Series, etc.)
10. Electronic attendance and grade keeping software system (Skyward)
11. Microsoft Office (PowerPoint, Word, Excel, etc...)
12. Study Island online teaching and learning resource for all grade levels
13. Promethean Planet online resource
14. Brain Pop online subscription
15. Reading A-Z online subscription
16. Tumblebooks online subscription
17. McGraw-Hill Treasures online Leveled Book Library
18. Educational websites
19. Document cameras
20. Teachscape 360 panoramic video equipment

All areas of this action plan work together to help implement technology within the classroom. Our purpose is to raise student academic achievement and with the proper tools and staff development we will be able to reach this goal.

Timeline for Technology Integration

The Academy has been in operation for 14 years and continues to develop its curriculum strategies related to technology. The Technology Team will coordinate the efforts of the staff, students, parents, and community over the next three school years to facilitate the implementation of the school's Technology Plan.

2010-2011 School Year

- Upgrade Internet Bandwidth:
 - Greater reliance on Internet based training material, Internet based testing and Internet assessment tools will require higher demands for bandwidth on the local area network and the wide area network
 - Upgrades will be required for Internet firewalls, content filters, spam filters, streaming media services and electronic mail for staff
- Computer Technology:
 - Upgrade and expand Disk Storage space and data protective measures as government regulations to maintain comprehensive student portfolios and electronic data are implemented
 - Upgrade those desktop computer system that are more than 6 (six) years old
 - Install Promethean Boards in every classroom
 - Install class sets of handheld Promethean Activotes in every classroom
 - Introduce Study Island on line resource to grades K-8
 - Pilot use of Study Island as focus of school's After School Tutoring program in grades 2-8
 - Upload student achievement data (MEAP, PST, and ACT Explore) into Orangegrope, an online data management system
 - Utilize Orangegrope to analyze student achievement data and direct school improvement efforts
- Dove Academy Website
 - Leverage the Internet by expanding the Dove Academy Website

- Individual teachers, teams, and administrators will communicate relevant information on a timely basis to the community through the use of the Dove Academy Web Server
- All staff e-mail addresses will be included so that the community and parents can communicate with Dove Academy staff and administrators. Appropriate student activities and class accomplishments will be showcased on the Web site
- The School Board and Administration will look for opportunities to use technology for the improvement of communications between the School District and the community
- Scalable storage capacity will be a future need for the school as more data is gathered and stored longer for analysis and as student portfolios are moved to electronic media. To properly analyze data, more pertinent data must be collected for analysis. Historical data must also be retained longer to allow for longitudinal reporting and trend analysis. As technology is further integrated into the curriculum, student electronic portfolios will become an important tool when tracking student assignments and projects from Kindergarten through a student's middle school graduation. All future storage strategies should be based upon NAS (networked array storage) /SAN (storage area network) storage solutions with growth and scalability of primary importance.
- As data and voice systems continue to converge and as new voice and data-integrated applications develop, the school will continue to evaluate Voice over IP (VoIP) solutions. As the school's current legacy telephone switch continues to age, the future direction of telephony appears to be Voice over IP systems and converged data/voice applications. Though VoIP cannot be currently cost justified, it should be revisited annually through cost / benefit analysis as it appears to have considerable promise for new applications in the future.

School Year 2011-2012

- Acquire netbooks for 25% of student population
- Implement Achievement Series online testing for grades K-8
- Utilize Curriculum Crafter in grades K-8
- Implement 30 laptops acquired through TIF Grant allocation
- Install wireless internet service in all classrooms
- Upgrade Internet Bandwidth:
 - Greater reliance on Internet based training material, Internet based testing and Internet assessment tools will require higher demands for bandwidth on the local area network and the wide area network
 - Upgrades will be required for Internet firewalls, content filters, spam filters, streaming media services and electronic mail for staff
- Computer Technology:
 - Upgrade and expand Disk Storage space and data protective measures as government regulations to maintain comprehensive student portfolios and electronic data are implemented
 - Upgrade those desktop computer system that are more than 6 (six) years old
 - Upload student achievement data (MEAP, PST, and ACT Explore) into Orangegrove, an online data management system
 - Utilize Orangegrove to analyze student achievement data and direct school improvement efforts
- Dove Academy Website
 - Leverage the Internet by expanding the Dove Academy Website
 - Individual teachers, teams, and administrators will communicate relevant information on a timely basis to the community through the use of the Dove Academy Web Server

- All staff e-mail addresses will be included so that the community and parents can communicate with Dove Academy staff and administrators. Appropriate student activities and class accomplishments will be showcased on the Web site
- The School Board and Administration will look for opportunities to use technology for the improvement of communications between the School District and the community
- Scalable storage capacity will be a future need for the school as more data is gathered and stored longer for analysis and as student portfolios are moved to electronic media. To properly analyze data, more pertinent data must be collected for analysis. Historical data must also be retained longer to allow for longitudinal reporting and trend analysis. As technology is further integrated into the curriculum, student electronic portfolios will become an important tool when tracking student assignments and projects from Kindergarten through a student's middle school graduation. All future storage strategies should be based upon NAS (networked array storage) /SAN (storage area network) storage solutions with growth and scalability of primary importance.
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School Year 2012-2013

- Acquire netbooks for another 25% of student population
- Extend use of Achievement Series online testing for grades K-8
- Extend use of Curriculum Crafter in grades K-8
- Extend use of 30 laptops acquired through TIF Grant allocation
- Install/Subscribe to additional online resources to utilize with Promethean Boards
- Upgrade Internet Bandwidth:
 - Greater reliance on Internet based training material, Internet based testing and Internet assessment tools will require higher demands for bandwidth on the local area network and the wide area network
 - Upgrades will be required for Internet firewalls, content filters, spam filters, streaming media services and electronic mail for staff
- Computer Technology:
 - Upgrade and expand Disk Storage space and data protective measures as government regulations to maintain comprehensive student portfolios and electronic data are implemented
 - Upgrade those desktop computer system that are more that 6 (six) years old
 - Upload student achievement data (MEAP, PST, and ACT Explore) into Orangegrove, an online data management system
 - Utilize Orangegrove to analyze student achievement data and direct school improvement efforts
- Scalable storage capacity will be a future need for the school as more data is gathered and stored longer for analysis and as student portfolios are moved to electronic media. To properly analyze data, more pertinent data must be collected for analysis. Historical data must also be retained longer to allow for longitudinal reporting and trend analysis. As technology is further integrated into the curriculum, student electronic portfolios will become an important tool when tracking student assignments and projects from Kindergarten through a student's middle school graduation. All future

storage strategies should be based upon NAS (networked array storage) /SAN (storage area network) storage solutions with growth and scalability of primary importance.

School Year 2013-2014

- Acquire netbooks for another 25% of student population
- Extend use of Achievement Series online testing for grades K-8
- Extend use of Curriculum Crafter in grades K-8
- Extend use of 30 laptops acquired through TIF Grant allocation
- Install/Subscribe to additional online resources to utilize with Promethean Boards
- Upgrade Internet Bandwidth:
 - Greater reliance on Internet based training material, Internet based testing and Internet assessment tools will require higher demands for bandwidth on the local area network and the wide area network
 - Upgrades will be required for Internet firewalls, content filters, spam filters, streaming media services and electronic mail for staff
- Computer Technology:
 - Upgrade and expand Disk Storage space and data protective measures as government regulations to maintain comprehensive student portfolios and electronic data are implemented
 - Upgrade those desktop computer system that are more than 6 (six) years old
 - Upload student achievement data (MEAP, PST, and ACT Explore) into Orangegrove, an online data management system
 - Utilize Orangegrove to analyze student achievement data and direct school improvement efforts
- Scalable storage capacity will be a future need for the school as more data is gathered and stored longer for analysis and as student portfolios are moved to electronic media. To properly analyze data, more pertinent data must be collected for analysis. Historical data must also be retained longer to allow for longitudinal reporting and trend analysis. As technology is further integrated into the curriculum, student electronic portfolios will become an important tool when tracking student assignments and projects from Kindergarten through a student's middle school graduation. All future storage strategies should be based upon NAS (networked array storage) /SAN (storage area network) storage solutions with growth and scalability of primary importance.

School Year 2014-2015

- Acquire netbooks for another 25% of student population
- Extend use of Achievement Series online testing for grades K-8
- Extend use of Curriculum Crafter in grades K-8
- Extend use of 30 laptops acquired through TIF Grant allocation
- Install/Subscribe to additional online resources to utilize with Promethean Boards
- Upgrade Internet Bandwidth:
 - Greater reliance on Internet based training material, Internet based testing and Internet assessment tools will require higher demands for bandwidth on the local area network and the wide area network
 - Upgrades will be required for Internet firewalls, content filters, spam filters, streaming media services and electronic mail for staff
- Computer Technology:

- Upgrade and expand Disk Storage space and data protective measures as government regulations to maintain comprehensive student portfolios and electronic data are implemented
- Upgrade those desktop computer system that are more than 6 (six) years old
- Upload student achievement data (MEAP, PST, and ACT Explore) into Orangegrove, an online data management system
- Utilize Orangegrove to analyze student achievement data and direct school improvement efforts
- Scalable storage capacity will be a future need for the school as more data is gathered and stored longer for analysis and as student portfolios are moved to electronic media. To properly analyze data, more pertinent data must be collected for analysis. Historical data must also be retained longer to allow for longitudinal reporting and trend analysis. As technology is further integrated into the curriculum, student electronic portfolios will become an important tool when tracking student assignments and projects from Kindergarten through a student's middle school graduation. All future storage strategies should be based upon NAS (networked array storage) /SAN (storage area network) storage solutions with growth and scalability of primary importance.

C. SECTION 6 - TECHNOLOGY DELIVERY

Technology is a tool that is utilized to enhance teaching and learning in many forms throughout the school's educational program. The school's use of technology supports effective instruction for all students in all parts of the school's curriculum. Administrators, teachers, and staff employ technology on a daily basis as they carry out their professional responsibilities.

Delivery Mechanisms

The Dove Academy Campus consists of three (3) buildings, with a Local Area Network (LAN) subnet in each building. The three (3) buildings are connected via high speed fiber optic cable and Cat5e data cable. All teacher classrooms and administrative offices have a Cat5e connection for accessing campus applications and the Internet. The gym building houses a computer lab and a library. The computer lab has twenty-six (26) computers running Windows Operating System and computer program unique to the Dove Academy technology curriculum. Three (3) Windows based servers are used to support file storage, user account verification and data backup. Internet service is provided via a broadband connection running thru an industry standard firewall / filter appliance.

A Bogen public-address system is utilized for two (2) way communications with classrooms and staff.

Dove Academy has a commitment to technology that includes:

- Computer Lab
- Local Area Network
- Desktop Computers in every classroom
- Laptop computer and docking system for every teacher
- Netbook computers for all students
- Promethean Board in every classroom with digital projection system
- Class set of handheld Promethean Activote systems
- Promethean Planet online resource
- Wireless internet access in all classrooms and offices
- Library/ media center that features an online catalog with web access and data bases for research

- Digital Cameras
- Public Address System
- Phone System

Current Distant Resources

Dove Academy is developing a set of “distant resources” for academic achievement that students and staff can access.

- Reading A-Z: A website geared to providing literacy resources primarily for the elementary teacher.
- Orangetree: An online service that provides analysis of student achievement on standardized tests (i.e. MEAP)
- Instructional Resources are available online through websites made available by the publishers of the instructional materials that the school has purchased. Some of the publishers that the school has purchased materials from include McGraw-Hill, Houghton Mifflin, and Scott Foresman/Pearson Education. The staff has been made aware of the websites for all of the publishers that produce the school’s instructional materials.

Future Distant Resources

Dove Academy continues to look for Distant Resources that will enhance and/or supplement the school’s educational program.

- Unitedstreaming: an online system that provides video content to the classroom for inclusion in instruction that is aligned with district and state standards and expectations.
- ALEKS: a student-learning portal specifically designed to provide individualized mathematics learning.
- Desktop access to Microsoft Office suite
- Access to electronic mail for staff - staff communication, staff – parent communication and staff to community communication
- On-line access to the up-coming upgrade of the Skyward Student Management System

D. SECTION 7 - PARENTAL COMMUNICATIONS AND COMMUNITY RELATIONS

The school has a general information website that includes information about the staff, administration, School Board and educational program. The website is designed to inform potential Dove Academy families why they should consider the school for their elementary student. However, the website is also useful for current Dove Academy families as a resource of information about the school. Pictures of the school buildings are posted along with summaries of the school’s Attendance, Student Discipline, and Lunch Policies. In addition, a detailed school calendar is posted that lists all upcoming events. Information about the school’s budget and School Improvement Plan are accessible through the website as well.

The school’s Technology Plan is posted on the school’s website at: <http://www.doveacademy.net>

A representative of the Parent Community serves on the Technology Team. This Parent participated with the Technology Team in the process of preparing the Technology Plan. She will also work with the Technology Team to oversee the implementation of the plan. The parent will work with the Technology Team to evaluate the school’s Technology Plan by measuring the school’s progress toward the goals established in the plan.

This Educational Technology Plan will be described in parent communications that we send home with all students. In those written communications the school will notify the parent community that a copy of the Educational Technology Plan is available for viewing in the school's main office.

The school is in the process of activating the Family Access feature of the school's electronic data management, Skyward. Once this feature is online Dove Academy families will be able to access their child's grades, attendance record and disciplinary record online. Access to this service will of course be password protected. The staff will be trained on how to effectively utilize this resource as a communication tool for our parent community.

E. SECTION 8 - COLLABORATION

Current Collaborations

Dove Academy continues its collaboration with Wayne County's Intermediate School District (Wayne RESA), as well as the Michigan Association of Public School Academies (MAPSA) and Oakland University's Office of Public School Academies and Urban Partnerships. The staff of Dove Academy collaborates with the staffs from other charter schools as well. These collaborations include professional development and providing expertise in the areas of technology implementation and technology integration.

Future Collaborations

Dove Academy is currently exploring opportunities to collaborate with other schools and businesses.

II. PROFESSIONAL DEVELOPMENT

F. SECTION 9 - PROFESSIONAL DEVELOPMENT

Professional development and technical support, training and assistance are provided on an ongoing basis for teachers and administrators.

Training sessions for the staff are provided during workshops in August before the students return for the school year. Additional training is provided for the staff throughout the school year during staff meetings and In-Service Days. The purpose of these training sessions is to familiarize the staff with the technology that is available for their use and the resources that are available to their students. The sessions highlight the usefulness and potential of technology as a teaching tool. Effective methods of integrating technology into the teaching and learning process are demonstrated. Training sessions are in the process of being scheduled for the Dove Academy teaching staff regarding:

- Ongoing training on the use of Promethean technologies
- Use of the online data management system Orange Grove to analyze to student achievement data and drive school improvement efforts
- Implementation of Achievement Series testing through Scantron in grades K-8
- Use of online standards alignment tool, Curriculum Crafter with the guidance of 2 Data Coaches contracted by the school to work with the staff

A Technology Consultant is available to all teachers, students and staff on an as needed basis to support their use of the school's resources. The school's Technology Teacher/Director serves as an on-site consultant to answer the staff's questions and complete basic maintenance on the school's hardware. Teachers are also active in assisting students in the use of technology for specific projects and activities.

G. SECTION 10 - SUPPORTING RESOURCES

Current Supporting Resources

Dove Academy employs numerous resources to ensure the successful use of technology available to students and staff. School policies and guidelines have been implemented to ensure proper and effective use of technology. These polices and guidelines include: internet usage, general computer usage, email usage, and telephone system usage.

The school maintains a website (www.doveacademy.net). The website provides staff, students, parents, and the community with information about the educational program, school calendar, and school history.

Every classrooms features computers for staff and student use, internet access, and interactive white board technology. An extensive selection of instructional software is available to staff and students by providing computers in every classroom as well as the school's computer lab.

The school's student information system, Skyward, is provided for administrative use and is supported by the school's Technology Teacher, Technology Consultant, and Skyward Technical staff.

Future Supporting Resources

Dove Academy is committed to using technology to enhance our educational program. As new technology is adopted, the necessary support systems will be developed to support success. Processes will be put in place to monitor and analyze, and measure the success of these systems.

Over the next three years, significant staff development is planned for new student information system implementations. All Teachers, including Special Class Teachers, will receive on-line attendance and grade-book training.

III. INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT, AND SOFTWARE

H. SECTION 11 - INFRASTRUCTURE NEEDS/TECHNICAL SPECIFICATIONS, AND DESIGN

Technical Support Structure

The school's Education Service Provider employs a Technology Consultant responsible for the technology infrastructure and building support. One full time Technology Teacher is also on staff.

Technology is a tool utilized by administration and teaching staff as well as students at Dove Academy. Technology purchased by the district for use by administrators, teachers, staff, and students is selected based upon the present and future needs of the staff and students. Integration of technology into the curriculum has been collaborated and implemented in all areas.

Goal: Provide the technology and support necessary for integration into all curriculum areas, and review future needs on an ongoing basis.

Current Technology

The Dove Academy campus consists of 3 buildings. All buildings are wired with category 5e cable and fiber optics for connectivity. The main building has classrooms and administrative areas wired with Cat5e wire. The gym building maintains a computer lab with 27 computers and a library with 4 computer terminals. The 3rd building has classrooms and administrative areas wired with Cat5e wire. Specific areas are wired for telephones using Plain old Telephone (POTS) technology.

The 3 buildings are connected via fiber optic cable and category 5e cable. Each teacher is provided with a *Windows* based laptop system, with a docking station connected to the school's servers. Promethean boards (interactive white boards) with an overhead projector are installed in all classrooms, computer lab and library.

An Intercom system from Bogen provides 2-way communication to all rooms and ancillary buildings. Web pages, www.doveacademy.net, are available for school information and parent information. Internet access is provided via broadband cable.

Hardware

Hardware consists of Intel based Pentium4 processors, with a minimum of 512 mgb of memory and 80 gb of hard drive space. Three (3) *Windows* based servers and 1 network storage servers are centrally located, to provide network applications, file storage, common student desktops, centralized electronic mail services and online student management systems. All Internet traffic is routed through Sonicwall filters. All servers and backup solutions are designed to be redundant and fault tolerant.

3 Intel based *Windows* 2003 Servers

1 Lacie Network Storage Device

6 Linksys 100/mgb switches

1 SonicWall PRO100 Internet Filter

Staff Computers – Dual core – i3 Windows based laptops with docking station connected to Promethean Interactive boards

27 Student Lab Computers – Pentium 4 with minimum 512 mgb memory, cd-rom, sound card, running Windows XP Professional

4 Media Center / Library Computers – Pentium 4, with minimum 512 mgb memory, cd-rom, sound cards, speakers, head phones, running Windows XP Professional

5 Special Education Computers – Dual core, 2 gb memory, touch screen terminals, running Windows XP

Software

All software purchased by the district must meet a minimum set of standards consistent with the Michigan Curriculum Framework as well as the needs and standards of the Dove Academy District.

Standard Software Application Packages:

Windows XP

Microsoft Office 2007

Publisher 2002

Adobe & Powerpoint

Windsor Student Management (legacy software)

Skyward Student Management

TLC Library Management Software

Adobe Reader and Acrobat

Active Inspire software for Promethean board presentations

Symantec Anti-virus, Malware Spyware Protection

Future Needs:

Upgrade Internet Firewalls and Filters

- Upgrades will be required for Internet firewalls, content filters, spam filters, streaming media services and electronic mail for staff

Computer Technology

- Upgrade and expand Disk Storage space and data protective measures as government regulations to maintain comprehensive student portfolios and electronic data are implemented
- Implement Virtualization software to reduce total number of physical servers and to reduce electrical and air-conditioning costs
- Upgrade those desktop computer system that are more that 5 (five) years old. Fifty percent (50%) of desktop computers were put into service in 2008. Various upgrades such as memory, mother boards and hard drives, have extended the useful lifecycle of these machines well beyond their 3-year recommended lifecycle. Current and future software will not run on these machines

Dove Website

- Leverage the Internet by expanding the Dove Website

- Individual teachers, teams, and administrators will communicate relevant information on a timely basis to the community through the use of the Dove Web Server and centralized Sharepoint environment
- All staff e-mail addresses will be included so that the community and parents can communicate with Dove staff and administrators. Appropriate student activities and class accomplishments will be showcased on the Web site
- The School Board and Administration will look for opportunities to use technology for the improvement of communications between the School District and the community

Scalable storage capacity will be a future need for the district as more data is gathered and stored longer for analysis and as student portfolios are moved to electronic media. To properly analyze data, more pertinent data must be collected for analysis. Historical data must also be retained longer to allow for longitudinal reporting and trend analysis. As technology is further and further integrated into the curriculum, student electronic portfolios will become an important tool when tracking student assignments and projects from kindergarten through a student’s middle school graduation. All future storage strategies should be based upon NAS (networked array storage) /SAN (storage area network) storage solutions with growth and scalability of primary importance.

Software

The school currently utilizes the following catalog of educational software:

Title	Grade Level	Status
2002 Grolier Encyclopedia		in library
ABC Fun at the Magic Zoo ages 3-6		checkout by teachers
Amazing Animals	grades 2-5	
Arthur's Kindergarten	K	Kdg. Classroom
Arthur's Thinking Games	K-1	2 copies - Kdg. Classrooms
Awesome Animated Monster Maker Math	grades 1-8	30 copies 3 in Title 1 room
Awesome Animated Monster Maker Number Drop	grades 3-8	10 copies
Bailey's Book House	K-1	
Barney on Location all Around Town	K	Kdg. Classroom
Bear's Sense of Adventure	K	Kdg. Classroom
Bingo	K-6	site license
Carmen Sandiego Math Detective	grades 4-8	2 copies - 1 for checkout by teachers
Carmen Sandiego Word Detective	grades 4-8	2 copies - 1 for checkout by teachers
Carmen Sandiego's Great Chase Through Time	grades 4-8	2 copies - 1 for checkout by teachers
Carmen Sandiego's Think Quick	grades 4-8	2 copies - 1 for checkout by teachers
Clifford Learning Activities	K-1	checkout by teachers
Clifford Musical Memory Game	K-2	
Clifford Phonics	K-1	checkout by teachers
Clifford Reading	K-1	checkout by teachers
Clifford Thinking Adventures	K-1	checkout by teachers
Clue Finders' Math ages 9-12	grades 4-8	
Co:Writer		5 copies on diskette
Curious George - Read, Write & Spell	grades 2-3	
Curious George ABC Adventure	K-1	checkout by teachers
Curious George Learns Phonics	K	checkout by teachers
Curious George Preschool Learning Games	K	checkout by teachers
Davidson's Kid Phonics #2	grades 1-3	

Davidson's Math Ages 7-9	grades 2-8	
Dr. Seuss Kindergarten	K-2	
Early Education Power Pack	K-2	
Easy Book	grades 2-5	10 copies - 7 in classrooms, 3 at Weston
Eco-Nightmare	grades 4-8	
Encarta 99 Encyclopedia		Library
Essentials Skills Grammar	grades 2-6	site license
Essentials Skills Vocabulary Builder Grade 5		site license
Essential Skills Writing Fundamentals		site license
Essential Skills Reading Comprehension Level 2		site license
Essential Skills Reading Comprehension Level 3		site license
Essential Skills Super Phonics		site license
Essential Skills Mastering Numeration 1		site license
Essential Skills Mastering Numeration 2		site license
Essential Skills Patterning, Geom. & Data Management 1		site license
Essential Skills Patterning, Geom. & Data Management 2		site license
Essential Skills Patterning, Geom. & Data Management 3		site license
Essential Skills Measurement Grade 3		site license
First Phonics	K-1	10 copies - 1 in Library, 9 in classrooms
Four in a Row	grades 3-6	site license
Franklin Learns Math	K-2	
Franklin's Reading World	K-1	
Freddie Fish 4		checkout by teachers
Gizmos & Gadgets	grades 3-8	checkout by teachers
Grammar for the Real World	grades 3-8	checkout by teachers
Graph Club	grades 3-5	5 copies - 1 in Lab, 4 in classrooms
Hammond Atlas of the World		2 copies
I Spy Treasure Hunt	grades 1-6	2 copies - 1 for checkout by teachers
Introduction to Patterns	K-1	10 copies - 1 in Library, 9 in classrooms
JumpStart 1st Grade	grades 1-2	
JumpStart 2nd Grade	grades 2-3	2 copies
JumpStart 3rd Grade	grades 3-5	
JumpStart 3rd Grade	grades 3-4	
JumpStart 4th Grade	grades 4-6	
JumpStart Kindergarten	K-1	
JumpStart Numbers	K-4	
JumpStart Preschool	K	checkout by teachers
JumpStart Reading for 1st Graders	grades 1-2	5 copies
JumpStart Reading for 2nd Graders	grades 2-3	5 copies
JumpStart Spelling	K-3	
Key Skills Math - Basic Number Concepts	K-2	10 copies - 1 to spec. ed., 2 to library
Key Skills Math - Shapes, Numbers, & Measurement	K-2	10 copies - 1 to spec. ed., 2 to library
Kids Activities	K-6	
Knowledge Munchers	grades 4-8	
Liberty's Kids	grades 4-6	2 copies - 1 for checkout by teachers
Little Bear Rainy Day Activities	K-1	Kdg. Classroom
Little Bill Thinks Big	K-1	
Living Books - Arthur's Teacher Trouble	K-2	checkout by teachers

Living Books - Little Monster at School	K-2	checkout by teachers
Living Books - Ruff's Bone	K-2	checkout by teachers
Living Books - The Berenstain Bears In The Dark	K-2	
Madeline's Thinking	K-3	
Magic Math at the Ed. Station ages 3-6		checkout by teachers
Magic Math Grades K-1	K-1	checkout by teachers
Make-A-Map	grades 2-5	10 copies - 7 in classrooms, 3 at Weston
Math Arena	grades 3-8	10 copies
Math Blaster ages 6-9	grades 2-6	
Math Explosion ages 6-11		checkout by teachers
Math for the Real World	grades 3-8	checkout by teachers
Math Missions 3-5	grades 3-6	checkout by teachers
Math Missions K-2	K-2	checkout by teachers
Math Workshop Deluxe	grades 1-4	
Midnight Rescue	grades 3-8	checkout by teachers
Millie's Math House	K-1	
Mission T.H.I.N.K.	grades 3-8	checkout by teachers
Muppet Kids Kindergarten	K	checkout by teachers
My Amazing History Explorer	grades 3-6	
My Amazing Human Body	grades 2-5	
My Amazing World Explorer	grades 3-6	
Mystery Math Island	grades 3-8	5 copies - 1 for teacher checkout
Mystery Math Island Jr.	grades 1-3	5 copies - 1 for teacher checkout
Numbers Undercover	K-1	10 copies - 1 in Lab, 9 in classrooms
Operation Neptune	grades 4-8	
Peter Rabbit's Math Garden	grades 1-3	
Phonics & Reading - Computer Graded Worksheets	grades 1-6	site license
Plants	grades 1-4	10 copies - 1 in Library, 9 in classrooms
Reader Rabbit 1	late K - 1	
Reader Rabbit 2	grades 2-3	
Reader Rabbit 3	grades 3-4	
Reader Rabbit Personalized 1st Grade	grades 1-2	
Reader Rabbit Personalized 2nd Grade	grades 2-3	
Reader Rabbit Personalized Math 4-6	K-2	checkout by teachers
Reader Rabbit Personalized Reading 4-6	K-1	
Reader Rabbit Thinking Adventure	K-2	checkout by teachers
Reader Rabbit's Interactive Reading Journey	K-1	
Reader Rabbit's Kindergarten	K-1	
Reader Rabbit's Math ages 6-9	grades 1-5	
Reader Rabbit's Math Journey	grades 2-5	
Reader Rabbit's Reading 1	late K - 1	
Reader Rabbit's Reading 2	grades 2-3	
Reader Rabbit's Reading ages 4-6	K-1	3 copies
Reader Rabbit's Reading ages 6-9	grades 1-3	2 copies
Reader Rabbit's Toddler	K	checkout by teachers
Reading Blaster 4-6	K-1	
Reading Blaster Ages 4-6	K-1	5 copies
Reading Blaster Ages 5-7	grades 1-2	5 copies
Reading Blaster Ages 6-8	grades 2-3	5 copies
Reading Blaster ages 6-9	grades 1-3	5 copies - 1 in Title 1, 3 in Library
Reading Blaster ages 9-12	grades 4-8	5 copies - 2 in Library

Reading Dev. Library 1	K-2	4 copies - 2 in kdg. Rooms, 1 in library
Reading Dev. Library 2	K-3	
Reading Dev. Library 3	grades 1-3	
Reading Who? Reading You	K-1	10 copies - 1 in Library, 9 in classrooms
Sammy's Science House	K-2	
SchoolHouse Rock - America Rock	grades 3-6	
SchoolHouse Rock - Grammar Rock	grades 2-6	
SchoolHouse Rock - Language Arts	grades 1-3	
SchoolHouse Rock - Math & Science	grades 1-3	
SchoolHouse Rock - Math Rock	grades 2-6	
SchoolHouse Rock - Science Rock	grades 2-6	
SchoolHouse Rock 1st & 2nd Gr. Ess. Language Arts	grades 1-2	
SchoolHouse Rock 1st & 2nd Gr. Ess. Math & Sci.	grades 1-2	
Schoolhouse Rock 1st & 2nd Grades	grades 1-2	checkout by teachers
SchoolHouse Rock 3rd & 4th Gr. Ess. Lang. Arts	grades 3-5	
SchoolHouse Rock 3rd & 4th Gr. Ess. Math & Sci.	grades 3-5	
Schoolhouse Rock 3rd & 4th Grades	grades 3-5	checkout by teachers
Science - Reading Comprehension	grades 3-6	site license
Sesame Street Letters	K	checkout by teachers
Spectrum Math Level 1 Gold	grade 1	5 copies - 1 for teacher checkout
Spectrum Math Level 2 Brown	grade 2	5 copies - 1 for teacher checkout
Spectrum Math Level 3 Red	grade 3	4 copies -,2 in lab, 1 in Title 1, 1 in Library
Spectrum Math Level 4 Orange	grade 4	2 copies - 1 for teacher checkout
Spectrum Math Level 6 green	grade 6	2 copies - 1 in lab, 1 in 6th grade room
Spellbound	grades 3-6	checkout by teachers
Spelling Blaster	grades 1-4	2 copies
Storytime	grades2-4	site license
Talking Flash Cards	grades 1-3	
The Cat in the Hat	K-2	
The Hot Dog Stand	grades 3-5	10 copies - 1 in Library, 2 in Lab, 4 at Weston
The Island of Dr. Brain	grades 4-6	
Treasure Cove	grades 2-5	2 copies - 1 for teacher checkout
Treasure Galaxy	grades 1-5	
Treasure Hunt Math ages 6-12		checkout by teachers
Treasure MathStorm	grades 1-6	1 for teacher checkout
Treasure MathStorm	grades 1-6	in 5th grade classroom
Treasure Mountain	grades 1-4	2 copies - 1 for teacher checkout
Trudy's Time & Place House	grades 1-2	
Ultimate Writing & Creativity Center	grades 2-8	2 copies - 1 for teacher checkout
World Book Ency. - Oceans	grades 4-6	checkout by teachers
World Book Ency. - Volcanoes	grades 4-6	checkout by teachers
Write:Outloud		5 copies on diskette
Write:Outloud Upgrade Package		

I. SECTION 12 - INCREASE ACCESS

Dove Academy features one Computer Lab equipped with 27 computers. All of the computers in the Computer Lab are linked through a local area network. All of these computers can access the internet and 2 are designated for teacher use. The remaining 27 computers are designated for student use. An internet ready computer is utilized in every classroom. Wireless internet service will be installed in all workplaces starting in the summer of 2011. Netbooks will be obtained over the next 4 years for all students that will be utilized in the school buildings on the new wireless internet network.

IV. FUNDING AND BUDGET

J. SECTION 13 - BUDGET AND TIMETABLE

	2011- 2012	2012- 2013	2013- 2014	2014- 2015	Total
Revenue					
General Fund	12,500	7,900	12,800		33,200
Total Revenue	24,000	14,500	14,500		53,000
Expenses					
Maintenance/Service Costs	7,000	5,000	5,000		17,000
TeachScape Camera		7,800			7,800
Software/Curriculum	5,000	5,000	5,000		15,000
Total Projected Expenses	24,000	14,500	14,500		53,000

K. SECTION 14 - COORDINATION OF RESOURCES

Good Schools: Making the Grade Initiative Grant:

TIF Grant:

Other funding resources will be investigated such as educational, local, state, and federal grants. Dove Academy utilizes the REMC bid when making purchases of technology if REMC offers the best price available. When the technology plan is approved, the Academy will qualify for e-rate. Dove Academy is a recipient of the TIF Grant through MAPSA. The school will receive materials and services over the next 5 years. In addition, Dove uses Title II A funds for professional development and At-Risk funds to purchase equipment for supplemental services for students.

	2011-2012	2012-2013	2013-2014	2014-2015	Total
Revenue					
Title II A	21,000	21,000	21,000	21,000	84,000
TIF Grant	50,400	23,850	17,887	5,962	98,099
At Risk	15,000	15,000	15,000	15,000	60,000
Total Revenue	86,400	59,850	53,887	41,962	242,099
Expenses					
Upgrade computers lab	18,750	0	0	0	18,750
Software/Curriculum	17000	17000	12750	4250	51,000
TeachScape License	6850	6850	5137	1712	20,549
TeachScape 360 camera	7,800	0	0	0	7,800
Professional Development	21,000	21,000	21,000	21,000	84,000
NetBooks	15,000	15,000	15,000	15,000	60,000
Total Expenses	86,400	59,850	53,887	41,962	242,099

V. MONITORING AND EVALUATION

L. SECTION 15 - EVALUATION

Continuous evaluation of the school's Technology Plan as it is being implemented allows the school to monitor the plan's effectiveness and draws attention to unanticipated outcomes that impact the success of the program. The school's Administration surveys the staff, students, and parent community to annually evaluate the school's educational program and procedures. Results of these perception surveys are extensively analyzed. An evaluation of the school's Technology Plan was a part of this process. If the Technology Team and School Improvement Team determine that a goal has not been achieved, the Technology will determine what steps are necessary to resume progress toward the goal. If the Technology Team determines that a goal needs to be adjusted, the proposed adjustment will be reviewed by the school's School Improvement Team and authorized by the Principal before it is implemented. In the future, the school will develop a separate survey for staff, students, and parents that evaluates the effectiveness of the Technology Plan exclusively. Over the course of each school year, Technology Plan implementation is addressed during staff meetings. Both the Technology Team and the School Improvement Team meet regularly.

M. SECTION 16 - ACCEPTABLE USE POLICY

Acceptable Use Policy

The Technology Director/Teacher, in cooperation with the school's Principal and Superintendent, monitors the acceptable use policy through the use of staff and students. The details of the school's acceptable use policies can be found in Appendix D.

CIPA Compliance

Dove Academy has and will continue to comply with the requirements of the Children's Internet Protection Act (CIPA). The school is committed to assuring the safe conduct of all students while online and has a comprehensive policy about the proper use of our technological resources. At the beginning of each school year, students and staff are made aware of the schools' Acceptable Use Policy.

APPENDIX A

Dove Academy Technology Plan



Acceptable Technology Use Agreement

Dove Academy is working towards a technology enriched educational environment. We believe that technology should be an integral part of each student's educational experience.

The following policies and regulations describe the school's official position regarding technology and the Internet. Students and parents/guardians are required to read and sign the Dove Academy Acceptable Technology Use Agreement. The signature sheet will be kept on file for all students.

Acceptable Use and Etiquette

The use of technology at Dove Academy is a privilege extended to students, faculty, and staff to enhance learning and exchange information. The school's computers **MUST** be used for educational and research purposes or for use approved by the school staff. Network users are expected to abide by the general rules or network etiquette. These include, but are not limited to the following:

1. Obscene or defamatory language or pictures/graphics, harassment, insults and /or threats are not permitted and may result in further administrative action including suspension and possible expulsion.
2. The network may not be used to access or transmit offensive messages and pictures.
3. Do not share passwords or any other personal information (name, address, students ID, phone numbers, etc.)
4. Users may not trespass in someone else's folders, work files, or disrupt the use of the network for others.
5. Vandalism of the network will result in cancellation of computer privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware or systems, data of another user, Internet, or any other networks. This includes but is not limited to uploading or creation of computer viruses.
6. Users will not eat or drink anything near the computers.
7. Students will go only to websites pre-approved by the teacher.

Security

Security is a high priority and the responsibility of all users. If you feel that you can identify a security problem on the network, you must notify a Dove Academy staff member or the administration.

- DO NOT demonstrate any problems to other users.
- Users shall not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users.
- Attempts to gain unauthorized access to the systems programs or computer equipment will result in cancellation of privileges.
- Downloading of information onto the hard drive is prohibited.

Network Administration

Email and any other accounts on the network are not private. Accounts will be monitored randomly on a regular basis. Computer files are the sole property of Dove Academy. All

communication and information accessible via the network should not be assumed to be private property. Electronic mail (email) is not private. Network administration does have access to all mail.

Encounter of Controversial Material

With access to the Internet also comes the availability of material that may not be considered of educational value in the context of the school setting. Dove Academy has taken precautions to restrict access to controversial materials with the use of the Internet filtering software, Sonic Wall. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. Users are not permitted to initiate access to restricted materials. If inappropriate material is encountered, it is the student's responsibility to turn off the monitor and report the information to the teacher immediately. Dove Academy will not be liable for student initiated access of restricted material. Not adhering to these mandates may result in the loss of computer use and/or suspension from school. Any decisions by Dove Academy to restrict access to Internet material shall not be deemed to impose any duty on Dove Academy to regulate the content of material on the Internet.

Respect the Computer Equipment

The system is a valuable educational tool that can be easily damaged if users are not careful. Users must act responsible around the equipment. Users must not tamper with any of the equipment, even if they believe they are fixing a hardware problem. To reduce the possibility of introducing or spreading computer viruses, users MAY NOT download or install files from any other sources. Disks from home can only be used if approved by a Technology Staff member.

Respect the Software Licenses

Software purchasers may not realize it, but they do not really "OWN" the software they purchase. They simply obtain the right to use the software in accordance with the terms of the software license. The software license restricts the use of that software in many important respects, especially the number of computers on which the software may be installed. As a result, users may not "BORROW" software from Dove Academy, even on a temporary or trial basis.

Copyright Law

Follow copyright law, patent law, and licensing agreements for software programs and other data.

Respect Ownership and Authorship

It is easy to COPY digital images and other information from the Internet and the electronic Encyclopedia. Users must be aware that other people may actually own this information and laws may restrict reproduction of that work even though it is widely available. For these reasons, users should seek guidance from the Technology Staff when copying material. On a similar issue, users may not plagiarize other people's work. This issue is not unique to computer use; but computers make it easier for unintentional plagiarism.

Respect Resources

Technology at Dove Academy includes computers, printers, and other hardware designed to meet the computing needs of the students and staff. The Academy also provides consumable supplies used with this equipment, such as toner cartridges and printer paper. These resources are limited and need to be used wisely. Students must get approval from the Technology staff before printing documents longer than 10 pages in either black & white or in color. The teacher must

approve in the classroom. Only staff members (and those designated by staff) can use the scanner.

Dove Academy, through a designated representative, reserves the right to access, read and delete any information stored on the network including documents, Email or other files.

Individuals who do not adhere to the Acceptable Technology Use Policy are subject to disciplinary action including but not limited to the loss of computer/network access. Disciplinary action will be based upon school policy as written in the current edition of the Student/Parent Handbook.

Dove Academy Computer Equipment Acceptable Use Agreement

Parents and Students:

This agreement outlines the rules for responsible use of the computers and technology at Dove Academy. Please read this with your child. In order for your child to utilize the computers at Dove Academy, we require that this agreement be signed and returned to the Academy.

1. The Academy will provide each student with training in the proper use and care of computer equipment and software.
2. The use of school computers is a privilege, which may be withheld if the student damages equipment 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 network. The same rules and behaviors identified in the Student Code of Conduct apply to computer usage.
5. The school has the right to monitor all activity, Email correspondences, and material created by students on Academy computers.
6. Violation of this agreement may result in disciplinary action including loss of computer privileges, financial restitution for equipment damage, or other disciplinary actions as determined by the Academy.

I _____ (name of student), understand and agree with the terms and conditions as stated.

I have reviewed this agreement with _____
(name of student). I understand and agree with the terms and conditions as stated.

Signature of Parent/Guardian _____
Date

Signature of Student _____
Date

***NO STUDENT shall use any Academy technology equipment
without a signed agreement on file.***