



Holland Public Schools

Technology Integration Plan

7/1/2009-6/30/2012

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*All superscript/footnote numbers are the corresponding number taken from the MDE Educational Technology Plan Approval Checklist.

Section 2: Introduction

Mission Statement⁷

Holland Public Schools believes in an uncompromising commitment to student achievement and an unending quest to maximize student success. In partnership with our parents and community, we provide opportunities and high quality education to ALL students, which will allow them to reach their full potential and prepare them for the future.

-Board Affirmed, 2005

District Background⁸

Founded in 1848, Holland Public Schools has earned state and national recognition for excellence in education. Approximately 300 teachers, with an average of 15 years experience each and most possessing master's degrees, offer our diverse student population solid instruction in core curriculum along with a wide spectrum of other programs, including art, music, athletics, theater, forensics, K-12 Spanish, special education, English as a Second Language, and many extra-curricular activities.

Currently our school enrollment totals 4,159 students with 60% receiving free or reduced lunch.

School Organization⁸

The school is currently organized in the following fashion:

- Holland High School (9-12)
- West Middle School (6-8)
- East (K-8)
- Jefferson (4-5)
- Holland Heights (K-5)
- Van Raalte (K-3)
- Maplewood (K-3)
- Harrington (K-3)
- Lakeview Early Childhood Center (MSRP-4's, Young 5's)

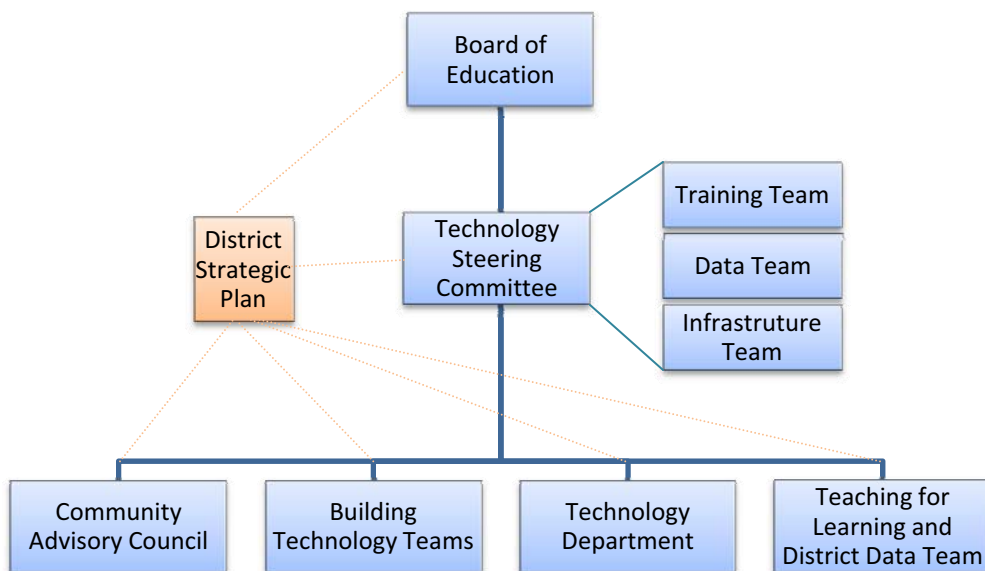
For the 2009-2010 school year the restructuring plan includes the closure of two schools, repurposing of one school, the creation of four K-7s, an 8-12 High School and an alternative High School. The District's preK-12 program will be organized in the following fashion:

- Holland High School (8-12)
- West (K-7)
- East (K-7)
- Jefferson (K-7)
- Holland Heights (K-7)
- Van Raalte (High School / Early Childhood)



Technology Planning Structure⁸

The District's technology decisions are approved by the Board of Education based upon recommendations from the District's Technology Steering Committee. The District's Strategic and School Improvement Plans influence all policies including technology related. The Technology Steering Committee is made up of district personal and has sub-groups that focus on three key areas for technology integration improvement. Decisions are also influenced by recommendations made by Building Technology Teams, Technology Department, Teaching for Learning, District Data Team and the Community Advisory Council (CAC). The CAC is made up of parents and community stakeholders and besides technology recommendations is responsible for input into the District's Strategic Plan.



Team Members⁸

David Bast

Heidi Chamness

Janette Cochran

Brian Davis

Clark Fountain

Nereida Garcia

Dave Harwell

Paula Hoeker

Kathy Kingsley

Rhonda Klomprens

Geoff Legg

Rick Muniz

Bill Trujillo

Nathan VandenHoek

Bryan Voss

Jillayne Wallaker

Ellen Westveer

Jay Woods

Section 3: Vision and Goals

Vision⁹

The use of technology in Holland Public Schools will support and increase our student's academic achievement through curriculum integration, effective communication and efficient technology resource management.

Goals¹⁰

Technology is the integrative thread through which our students view their world. The District's mission is to seamlessly integrate technology into curriculum. Our District's mission is supported through development, implementation and evaluation of the following key goals:

1) Maximize Student Success

Design, implement and evaluate strategies to successfully prepare students to become lifelong learners.

- Integrate technology within the curriculum so that they flow seamlessly
- Give expanded opportunities for making choices about learning
- Increased individualization of learning through data driven personalization
- Utilize innovative presentation methods to engage all learners

2) Effective Communication

- Promote communication among and between teachers, students, administrators and parents
- Incorporate all stakeholders including parents and students in the technology decision process

3) Increase Operational Effectiveness

- Technology will be embedded in lessons and not an add-on
- Data Driven Decisions
- Reduce time spent in recording and processing data
- Observations of teachers' and administrators' technology proficiency

Section 4: Curriculum Integration (a)

The District will use technology to positively impact teaching and learning, linked to national and state standards, through the following goals:

Goals

- Curriculum realignment to National Educational Technology Standards (NETS) ¹¹
 - Determine which standards are currently being met and which ones need to be reviewed/added
 - Technology benchmarks will be integrated into current curriculum and content
 - Update curriculum maps to reflect the realignment with NETS for students (See Appendix A)
 - Creation of a standards guide



- Use the student and staff standards to guide planning and delivery of professional staff development activities for the express purpose of increasing student achievement.^{12, 13}
 - Technology has the potential to positively impact student achievement, but training is the key.
 - PSD plans will be updated at the building and department level to ensure that training is appropriate for individual grade levels, subject areas, and is coordinated with ongoing curriculum development.
 - Staff PSD's will integrate the NETS for teachers (See Appendix B)
 - Increase modeling of technology to promote use in the classroom
- Review all software and hardware currently used for special populations (e.g.: ESL, Special Ed., Gifted and Talented) to assess viability, and research, then implement, more current applications and assistive technologies to better meet students' need for access to challenging curriculum.^{11,12,13}
 - All students must be able to demonstrate the skills required for NCLB within the context of the curriculum.
 - Technology personnel will investigate availability of better or more current technology and applications to meet the same goals.
 - Special populations students will have increased access to state standards and benchmarks, achieving greater success.
 - Create common assessments to measure student success

Section 5: Student Achievement (b)

The District will positively impact student accomplishment through technology integration in the following areas:

Curriculum¹⁴

Implement a cross-curricular portfolio plan in grades four through eight to ensure that all students demonstrate technological literacy when they exit middle school.

Develop integrated, research-based activities for each grade level with the building tech teams, members of the technology dept, and curriculum director.

Instruction¹⁴

Implement technology such as Internet resources, digitized video, specific applications, podcasts, and blogs in ways that improve achievement for all students

Maintain a cadre of teachers piloting researched based applications of technology and constantly monitor whether these pilots can be implemented system-wide.

Data Driven Personalization¹⁴

Teachers will utilize student information that is stored in student management system (Infinite Campus) and the Data Warehouse (IRIS sponsored by the Ottawa Area ISD) in order to personalize instruction.



Implementation Timeline¹⁵

A timeline for implementation of the technology checklists and portfolio units will be created and maintained.

- Spring Summer 2009: building and department teams will review NETS
- Summer 2009: pilot groups will work with tech teachers, tech facilitator and curriculum director to develop model checklist assessments and materials
- Fall 2009: full implementation of 4-7 technology literacy portfolio units for NCLB
- Fall 09/Winter 10: assessment checklist pilots
- Fall 09/Winter 10: ongoing PSD
- Summer 10: second assessment checklist pilot development
- Fall 10/Winter 11: second assessment checklist pilots/first round integrated
- Fall 10/Winter 11: ongoing PSD
- Summer 11: third assessment checklist pilot development
- Fall 2011/Winter 2012: third assessment checklist pilots/first-second round integrated
- Fall 2012: both checklists and portfolio projects fully integrated

Section 6: Technology Delivery (c)

The following technology focus areas will provide the District with the strategic means of content delivery of curriculum. They include:

Video Distribution¹⁶

Purchase and utilization of Safari Montage Video Distributions System (Summer 2009) to facilitate migration from tape, film, and DVD libraries to on demand video

Standard Software Packages (Ongoing)¹⁶

- Online Communities (wikis, blogs, nings)
- Collaboration (Google Docs, Windows Live, Adobe Connect)
- Classroom Management (Moodle, Infinite Campus)

Distance Learning and Online Courses¹⁶

- District currently has limited distance learning, but is working with the OAISD to make more opportunities available.
- Limitation of funding, classroom space, and home computer access are issues to be overcome.
- Current and future courses and applications:
 - Plato
 - Education 2020
 - KeyTrain
 - ACT Prep
 - Read180



Section 7: Parental Communications & Community Relations (d)

The District will utilize web, TV, and automated voice messaging systems to promote parental communication, involvement and interaction.

- District will make the technology plan available on the web page and included in school improvement materials available to parents at school meetings¹⁷
- Campus Portal¹⁸
 - Train parents to use the student information system's online parent portal to access information about their student through parent teacher conference nights.
- School board meeting minutes and videos of special discussions¹⁸
 - Broadcast of board meetings on public access TV station and Vimeo online.
- Voice messaging services¹⁸
 - Honeywell Instant Alert – Emergency Notifications and e-mail lists
 - Synervoice – Attendance and building messages.

Technology highlights will be presented and discussed at various PTO, parent teacher conferences and board meetings.¹⁸

Technology will continue to be addressed by Strategic Planning committees such as the Community Advisory Council. The Technology Steering Committee will include parents and students in its meetings.¹⁹

Section 8: Adult Services Collaboration (e)

GED and Adult ESL staff collaborates with the Technology Department to insure that Adult Ed staff has access to the same level of technology as the rest of the District.²⁰

GED uses the Oklahoma Scoring System to track students and administer testing. GED staff is provided with a district computer, login and e-mail account.²⁰

Adult ESL uses the same student information system (Infinite Campus) as the rest of the District. They also use District e-mail, laptops, and an Adult ESL computer lab (Desktops and Laptops)²⁰

Adult ESL students that also have students inside of our District will be taught how to use the campus portal as part of the curriculum. Other free web pages are also used to enhance the curriculum (e.g. USALearns.org, additional websites can be found on the State Department of Education website)²⁰



II Professional Development

Section 9: Professional Development (f)

The District will use the following methods to ensure staff will receive continuing education on how to use the current and new technologies to improve instruction:

- **Create a technology training team**

This team will be responsible for determining what the technology training needs are for the District. Through staff surveys, interviews and alignment with the NETS standards for teachers (see Appendix B) and administrators (see Appendix C).²⁴

- Develop Curriculum for the needs that were identified²¹
- Schedule training sessions²¹
- Monitor staff performance to determine if the trainings are successful²¹
 - Document who is going to the trainings in order to follow up with them
- Develop Minimum levels of technological performance to be incorporated into job descriptions²¹
- Membership to include
 - Teaching for Learning Staff
 - Technology Dept Staff
 - Teachers
 - Principals

- **Identify groups by grade level and department for training that integrates technology and the curriculum.** (Building and department teams)²²

NETS standards call for students to use technology in the content areas. Content area expectations must also be linked to appropriate technology applications

- Principals will evaluate technology standards as part of overall assessment.
- Curriculum Maps will be created summarizing the connections of the NETS standards with the curriculum components.²⁴

- **Funding sources for training need to be determined.**

Sample Training Timeline: ²³

- Infinite Campus Training – Summer/Fall 2009
- Document Camera / Projector Training - Spring/Summer/Fall 2009
- Office Suite Training – Fall 2009
- Video Distribution Training – Fall 2009
- Website (Blog/Wiki) Training – Spring/Summer 2010
- Remainder and ongoing training to be developed based on input from technology training team

While this timeline focuses on skills development, it is essential that our technology integration efforts have a solid foundation. Once these foundational pieces are in place the District will continue the integration actions as detailed in the Technology Plan. By focusing on the core skill development for the initial portion of the tech plan, the long term benefits of the technology integration will be effectively realized.



Section 10: Supporting Resources (g)

The District will use the following delivery methods and resources to support and enhance our professional development goals:²⁵

- Professional Learning Communities (PLCs) are being organized for the 2009-10 school year.
 - The District's PLCs' will include a technology integration component.
- Laptop Cart
 - Mobile cart with 5 laptops is available for staff trainings.
- Training Website
 - Development of a training wiki with a calendar and course training course syllabi to be created and maintained by the technology training team
 - Manuals and Easy Lookup Sheets
- The District will make available print and electronic learning resources for all users
 - Electronic learning services, i.e. encyclopedias, reference materials, databases and other digital content, provide up-to-date and timely information. Print materials are becoming increasingly more expensive and fall rapidly out of date.
- Video Distribution systems
 - Safari Montage /United Streaming
 - Playlists that are created to support the curriculum
 - District created content (videos) will be archived
- GLCE's and NETS to be tracked in Infinite Campus and Exam View
- Technology Specialists provided by the OAISD provide training opportunities and support.
- District policies and acceptable use policies are located on the District website. These policies reinforce the school improvement plan and meet all current requirements.
- The District's Strategic and School Improvement are influencing factors in technology planning processes. (see section 2: Technology Planning Structure)

III Infrastructure

Section 11: Infrastructure Needs / Technical Specifications and Design (h)

Staff

The District has a technology director, technology coordinator, and 4 workstation technicians to support all buildings and District departments

Wide area Network (WAN)²⁶

Every building in the District is connected via fiber (through Holland BPW) to our Data Center at Holland High School. This provides access to the file server, Internet, e-mail, student management system (Infinite Campus), voice, video, and other educational technologies.



Building Networks (LAN)^{26,27}

The buildings in our District have a combination of switches and hubs, which provide network access to each classroom and office

- Holland Public Schools intends to upgrade all hubs to switches in the 2009-2010 schools in order to provide a faster and more reliable Internet connection to each room. This installation is dependent upon 1) USF funding, 2) budget, and 3) board approval.
- Holland Public Schools intends to install wireless capability for each building in the school district during the 2010-2011 fiscal year. This installation is dependent upon 1) USF funding, 2) budget, and 3) board approval.
- Holland Public Schools intends to install wireless cards that have operability with computers throughout the District during the 2010-2011 fiscal year. This installation is dependent upon 1) USF funding, 2) budget, and 3) board approval.
- Holland Public Schools intends to install drops throughout the District during the 2010-2011 fiscal year to allow copiers to function as printers. This installation is dependent upon 1) USF funding, 2) budget, and 3) board approval.

Internet Filtering²⁶

We are currently using the Internet filter produced by Fortinet provided by the OAISD. This system uses a database of inappropriate sites and categories to filter what websites are accessible by students and staff. This system meets the requirements of the Children's Internet Protection Act. All computers on our network automatically pass through this filter.

Telecommunication^{26,27}

Cellular Phone and Portable Internet Communications

Holland Public Schools utilizes cellular phone technology throughout the District. The District currently has between 60 and 70 cell phones. Out of the 60 to 70 cell phones, 10 to 25 of them have Internet/email capability. These services are used for educational purposes, such as:

- Maintaining communication with parents and staff when computer access is not available
- Maintaining a safe environment
- Locating test results or other local student data during a meeting or parental discussion
- Invoking the MDE website for contact information
- Accessing information from the District web site
- Identifying curricular goals, objectives, and instructional methodologies available on national, state, or local web sites
- Accessing student web-based data
- Accessing NWEA web-based data.



Traditional Phone Lines

Current use of 608 Analog and 232 Digital ports to classrooms and offices

- The District intends to replace the existing phone system with a VoIP system during the 2010-2011 school year if cost effective. This installation is dependent upon 1) USF funding, 2) budget, and 3) board approval.

Servers²⁶

- Student Management System – Our Infinite Campus server which is running Windows Server and MSSQL
- File Servers – We have 4 Novell Netware file servers for Admin, Staff, Student and Technology personal
- E-mail server – GroupWise Server
- Library Server – Mandarin M3
- Financial Management Tool – MUNIS system hosted at the Muskegon Area ISD and accessible through a VPN
- Other Servers – Provided on need for different applications in the District

General Equipment²⁶

- Data Projectors and Document Cameras – Each building has several Document Camera and Projector carts with a plan to install District standard equivalent equipment in every classroom during the 2009-2010 school year
- Computers – We use a combination of Macintosh and Windows based machines depending on the curriculum need.
 - Current Computer Counts:

	PC	MAC	Total
East K8	39	178	217
Harrington	21	48	69
High School	400	111	511
Holland Heights	6	89	95
Jefferson	14	132	146
Lakeview ECC	16	19	35
Maplewood	18	43	61
MTC	7	0	7
Van Raalte	9	95	104
Washington Admin	84	15	99
West Middle	80	167	247
District Totals	694	897	1591

Software²⁶

The District has implemented, provided professional development for, and supports the following software packages across the District:



- Windows XP
- Macintosh OS X
- Microsoft Office Suite
 - 2004 (Macintosh)
 - 2007 (Windows)
- Scholastic Suite
 - Scholastic Reading Counts
 - Scholastic Reading Inventory
 - Read 180
- GroupWise Web
- Infinite Campus
- Exam View
- Audacity
- iLife Suite
- Internet Browsers
 - Internet Explorer
 - Firefox
 - Safari
- Scratch
- SketchUp
- Google Earth
- Type to Learn
- Rosetta Stone
- Plato

Website²⁶

- Holland Public Schools intends to upgrade the current Web Site and Web Site Servicing during 2009-2010 fiscal year to allow for better communication between the parents, staff and community. This installation is dependent upon 1) USF funding, 2) budget, and 3) board approval.

Help Desk^{26,29}

The Technology Department operates a helpdesk during normal school business hours with phone support as well as the ability to remote into teacher machines in order to better facilitate the training and fixing needs.

If something goes beyond what can be fixed over the phone the Technology Department will send someone out to fix it.

- The Technology Office will be maintained with hardware, software and network technicians.
- The District will employ a sufficient number of technicians, as determined by educational and industry norms, to adequately maintain District technology.
- The Technology Dept uses the Track-It software package for tracking and assigning work orders.
- The Technology Dept prioritizes issues that arise by responding quickly to issues that would cause a disruption in the classroom.

Training^{26,29}

The Technology Dept will provide training through formal classes and one to one training sessions upon request for District's software packages.

- The District will provide training to further the development of the District's curriculum through technology integration.
- The District will employ a sufficient number of certified staff to provide instructional support for the integration of technology.
- The District will provide on an annual basis a wide variety of technology-based training to all District staff, including technology support staff.



Interoperability and Technology Priorities²⁸

- The District will annually review the district technology plan. Adjustments will be made where appropriate and will be posted on our web site.
- The District will annually review and modify, according to current needs, the infrastructure plan including hardware, software, network infrastructure, telecommunications services, making adjustments where appropriate.
- A District Technology Steering Committee will meet on a regular basis to address the technological needs of the District.
- “Standards” for hardware and software will be reviewed bi-annually and used as guidance for technology purchases of equipment
 - Providing a standard set of application software (Office Suite, Browsers, Infinite Campus, etc.) on all district computers will ensure an equitable and consistent experience for all users. It will ensure more efficient tech support, more effective training, and a greater degree of staff collaboration and sharing of instructional ideas and methods.
- The District will develop a needs-based technology planning budget to guide annual technology purchases.
- The District will establish and fund an annual “equipment replacement program” to continually refresh aging technology.

Ordering^{26, 28}

In order to assure standardization of equipment and adherence to industry standards, which will ensure effective use of district resources, the Technology Office will process all technology-based purchases.

Section 12: Infrastructure, Hardware, Technical Support and Software: Increase Access (i)

The District addresses the need to increase access to applications, Internet, hardware and both inside and outside the classroom for all students and teachers. Through the following:³⁰

- Remote access to Infinite Campus and Grade book
 - Teachers can access and update information via a secured connection from home and school
 - Students and Parents are able to see grades as soon as the teacher makes them available
- Future plans to add public wireless and access terminals to all buildings
- Continue partnerships with outside entities to allow after hours computer access (e.g. Boys and Girls Club)
- Provide access to network files from home
- Investigate grants and community partnerships to provide home computers to our economically disadvantaged students
- Work to secure additional funding through grants and community bonds to update, maintain and improve technology in all educational settings
- Development of a sustainable technology replacement plan based on a five year cycle



IV Funding and Budget

Section 13: Budget and Time Table (j)

The following is the District’s projected budget for the lifetime of this technology plan. Projected budget information is shown with no increase or decrease due to the current state of the economy and federal funding uncertainties. All monies listed below are General Fund dollars with USAC/eRate reimbursements of approximately \$60,000.³¹

	2009-2010	2010-2011	2011-2012
Salaries and Benefits	\$375,676	\$375,676	\$375,676
Hardware and Networking	\$122,827	\$122,827	\$122,827
Maintenance	\$120,000	\$120,000	\$120,000
Software and License Agreements	\$96,809	\$96,809	\$96,809
Professional Development	\$7,933	\$7,933	\$7,933
Technology Support	\$16,626	\$16,626	\$16,626
Total	\$739,871	\$739,871	\$739,871

Section 14: Coordination of Resources (k)

The Board of Education will annually review the needs of the District and the available resources and make allocations accordingly to support the technology plan. The District uses USF and other grant dollars to support the achievement of the District’s goals.³²

The District coordinates resources with the OAISD to provide technology training, Internet access, and web filtering. Additional coordination and collaboration services are reviewed on an ongoing basis. Pooling of resources allows the District to participate in volume discount opportunities and provides access to resources that would be cost prohibitive otherwise.³²

V Monitoring and Evaluation

Section 15: Evaluation (l)

Evaluation of the District’s technology integration goals and methods is a continuous process.

Focus groups³⁶ from each grade level and department will meet annually to align the District’s overall technology training plan (which is congruent with the PSD plan) by completing a survey at the end of each year³⁵ to:³³

- 1) Assess the integration of technology into the curriculum,
- 2) Document building/department/grade level proficiency in technology integration
- 3) Deliverables:
 - a. Each review team will complete a “technology integration” analysis.³⁴
 - b. Indicate the training needs for the upcoming year.³⁷

Progress on the Technology Plan implementation will be presented by the Director of Technology in conjunction with The Assistant Superintendent of Instruction and their teams. This assessment will be provided to the Technology Steering Committee and other committee structures within the District.

This review can also include details as to how the school improvement plans are impacted through the implementation of the technology plan. The District will also monitor how implementation of the technology plan has positively impacted student accomplishments through review of common assessments and Average Yearly Progress reviews.

If enhancements to the method or direction of the plan are needed, the District Technology Steering committee will review District information and make changes as throughout the year.

Additional ongoing evaluation methods will be discussed and implemented.

Section 16: Acceptable Use Policy (m)

Students and staff are required to follow the Technology Code of Ethics (See Appendix D)³⁸

- All teachers will be provided an electronic Code of Ethics for their reference
- Posters outlining the Code will be placed in all classrooms and labs.
- A synopsis of the Code will be printed in student handbooks.
- The Code will also be made available from the Holland Public Schools webpage for additional download
- The Tech Code / AUP will be updated during the 2009-2010 school year

In following with the Children’s Internet Protection Act (CIPA)³⁹

- The Tech Steering committee will review and revise our Internet Safety Policy to address “appropriate online behavior, including social networking sites and chat rooms and cyber bullying awareness and response”
- This Internet Safety Policy will be presented to the board for approval before June 30, 2009 with a public announcement that the new policy will be discussed.
- The new policy will be put into effect before the 2009-2010 school year begins.
- The Technology Training Team will discuss the best way to educate minor students about “appropriate online behavior, including social networking sites and chat rooms and cyber bullying awareness and response”
 - This teaching will be repeated with all students at least once a year.

Appendix:

Appendix A – Nets for Students:

http://www.iste.org/Content/NavigationMenu/NETS/ForStudents/2007Standards/NETS_for_Students_2007.htm

Appendix B – Nets for Teachers:

http://www.iste.org/Content/NavigationMenu/NETS/ForTeachers/NETS_for_Teachers.htm

Appendix C – Administrators:

http://www.iste.org/Content/NavigationMenu/NETS/ForAdministrators/NETS_for_Administrators.htm

Appendix D – Technology Code of Ethics

Attached is a summary of our Technology Code of Ethics / Acceptable Use Policy. For the whole document visit

<http://static.hollandpublicschools.org/techplan>

STAFF SUMMARY

The Holland Public Schools District considers technology a valuable tool for teaching and learning and encourages the responsible use of computers and computer-related technology in the district.

Listed below is a summary of the Code of Ethics. You are encouraged to read the full Technology Code of Ethics. Some aspects of the Code of Ethics may already be addressed in district policies; e.g., the policies on harassment, copyright, and supplemental materials selection.

1. All use of the District technology must be in support of education and be consistent with the purposes of the School District of the City of Holland. (Foreword)
2. Users have the privilege to use all of the technology for which they have had training. Anyone using the technology is responsible for the preservation and care of that technology. (Sections I, II, III, IV)
3. Accounts are to be used only by the owner or users authorized by the owner. Sharing of the passwords is prohibited. (Section V, III)
4. Real names must be used; no pseudonyms are allowed. Additional personal information must not be shared over the Internet. (Section V)
5. Users experiencing harassment or receiving requests for personal information should report the problem. (Section V)
6. Technology users identifying a security problem must notify the proper authority. (Section V)
7. The use of unauthorized software is prohibited. (Section II, VII)
8. Staff must demonstrate good faith efforts to supervise students' use of the technology under their charge. (All Sections)
9. Copyright laws must be followed. (Section II, VII)



STUDENT SUMMARY

The Holland Public Schools District considers technology a valuable tool for teaching and learning and encourages the responsible use of computers and computer-related technology in the district.

Listed below is a summary of the Code of Ethics. All students and parents are encouraged to read the full Technology Code of Ethics. **Use of district technology shall constitute agreement and consent to abide by the terms set forth in the Technology Code of Ethics.**

1. All use of the District technology must be in support of education and be consistent with the purposes of the School District of the City of Holland.(Foreword)
2. Users have the privilege to use all of the technology for which they have had training. Anyone using the technology is responsible for the preservation and care of that technology. (Sections I, II, III, IV)
3. Accounts are to be used only by the owner. Sharing of the passwords is prohibited. (Section V, III)
4. Real names must be used; no pseudonyms are allowed. Additional personal information must not be shared over the Internet. (Section V)
5. Users experiencing harassment or receiving requests for personal information should report the problem. (Section V)
6. Any violations of the use of the technology should be reported to the teacher in charge. Students are responsible for following the Code of Ethics. Students violating the Policy will be subject to discipline as outlined in the full Code of Ethics, and may also be subject to legal action if appropriate. (Section V, VI)
7. Violation is summarized as:
 - a. Any attempt to harm or destroy District equipment or materials
 - b. Any attempt to use, harm, or destroy another user's activity
 - c. Any illegal activity
 - d. Any use of the technology to find or process inappropriate materials.
8. Students are responsible for costs or fees not authorized by a teacher, and any repair costs or damages for malicious use. (Section I, II, III, IV, V, VI)
9. Technology users identifying a security problem must notify the teacher in charge. Do not show the problem to another. (Section V)

Copyright laws must be observed. (Section II, VII)

