Technology Plan Cover Page

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ISD: Livingston Educational Service Agency (ISD District Code: 4700)

Hartland Consolidated Schools

Teaching for Learning for Life

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Introductory Material

Plan History:

Hartland Schools began implementing technology plans to guide the procurement and use of educational technology in 1996 which coincided with the passage of a Bond involving the procurement of a significant amount of technology. Since that time, Hartland has passed three additional Bonds, the most recent of which was approved by voters in February of 2010. The passage of these various Bonds has been instrumental in the implementation of Hartland's Technology Plans and the plans themselves have always been used as the guide for the development of the scope of work for the technology portion of Hartland Bonds.

Mission Statement:

The Hartland Consolidated Schools, in cooperation with the community, will provide a positive environment for the development of productive and caring individuals of all ages. We are teaching for learning for life. Vision Statement: Hartland Consolidated Schools: A community of learners shaping successful tomorrows

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Hartland Consolidated Schools: A community of learners shaping successful tomorrows.

District Profile:

The Hartland Consolidated School District is located in Hartland, Michigan, which is both a suburban and rural community. With less than a one-hour drive to any one of four larger cities (Flint, Detroit, Lansing, and Ann Arbor), Hartland has the tranquility of a rural town, but the convenience of a major city suburb. The Hartland Schools is a Class A district with a population of approximately 5,557 students, just under 300 teachers, 6.9 FTE Technology Personnel and a total of about 600 employees. The community is comprised of business people, farmers, professionals, service employees, children, parents, retirees, and clergy who are caring people dedicated to the School District in its desire to offer Hartland students a safe and quality education.

School Buildings

Creekside Elementary School (K-4) 3480 East Street Hartland, MI 48353 Population: 432	**Hartland Farms Intermediate School (5-6)** 581 Taylor Road Brighton, MI 48114 Population: 809
Lakes Elementary School (K-4) 687 Taylor Road Brighton, MI 48114 Population: 468	**Hartland Middle School at Ore Creek (7-8)** 3250 North Hartland Road Hartland, MI 48353 Population: 891
Round Elementary School (K-4) 11550 Hibner Road Hartland, MI 48353 Population: 388	**Hartland High School (9-12)** 10635 Dunham Road Hartland, MI 48353 Population: 2044
Village Elementary School (K-4) 10632 Hibner Road Hartland, MI 48353 Population: 451	**Hartland Legacy (9-12)** 9525 Highland Road Howell, MI 48843 Population: 59
Hartland Virtual Academy (9-12) 9525 Highland Road Howell, MI 48843 Population: 24	

Technology Plan Summary

Vision and Goals

Background:

In February of 2010, Hartland Consolidated Schools passed a 28 Million Dollar Bond designated for facilities renovation and technology. Within this bond there was a roughly 7 million-dollar allocation for technology improvements. These improvements included, but were not limited to replacement of all primary computers in the district, district-wide wireless, building entry card-access security enhancements, extension of district fiber to the ISD, printer replacement, replacement of phone switch, and acquisition and implementation of interactive classroom technology in each of the district's classrooms.

The technology portion of the 2010 bond was designed to enhance teacher and student access to interactive technology in all classrooms throughout the district. All classrooms were outfitted with SMART brand SMART Boards, data projectors, document cameras and either soundfield amplification or an amplifier so computer sound could be heard in each classroom. An essential component to this implementation was our pilot group who received their SMART Boards a year early, received professional training throughout that year, and became their building trainers for the subsequent year.

Educational Technology Mission Statement: The Hartland Consolidated Schools, in cooperation with the community, will provide and promote the use of technology to enhance curriculum and prepare students for lifelong learning.

Educational Technology Vision: Hartland Consolidated Schools vision is to create a community of technologically skilled individuals who are capable and motivated to meeting the increasing and diverse challenges of the future.

Goals of the Educational Technology Plan

The Technology Plan will indicate the funding necessary to provide access to technologies in the classroom that will keep Hartland Schools competitive with other districts and maintain Hartland Schools as the Premier School of Choice.

The Educational Technology Plan will:
1. Provide the ability for students and staff to use current interactive technology as a tool to enhance skills in all academic areas.
2. Adopt hardware, infrastructure, and software applications for the following purposes: education of students, management of student, staff, and facilities data and reports, facilitate communication, and provide networking and electronic communication capabilities.
3. Promote and encourage staff training opportunities in the use and integration of instructional technology.
4. Provide a means for the maintenance, support, upgrade and growth of district technology.
5. Provide a means for measurement and refinement during implementation.

Curriculum

Technology Integration

It is the intent of Hartland Consolidated Schools to provide the technology necessary to meet curricular needs, improve academic achievement of our students. Teachers and students have access to distant resources by way of the Internet using district computers located in computer labs, classrooms, and on mobile carts. In some buildings and with instructor approval, students also have access our wireless network to which they can connect their personal devices and gain access to Internet resources.

Hartland schools has invested in interactive classrooms technology (Currently, SMART Boards, Elmo Document Cameras, Epson Data Projectors), to aide with instruction throughout the district. Each classroom has been configured with an interactive whiteboard, document camera, and data projector. Most of our computer labs do not have interactive whiteboards installed because by nature, the students are sitting at computers and that by nature provides interactivity for those in the classroom. There is, however, a data projector and screen connected to the teacher computer in those rooms.

Hartland Schools offers several opportunities for our students to be involved in virtual academies. Students at the high school can elect to take courses offered by Michigan Virtual University. Students who choose to do so can participate in our Hartland Virtual Academy in conjunction with the Michigan Seat Time Waiver Program. These opportunities reach students at our 9-12 grade high school and our alternative education program who desire to take courses not offered in our buildings or who prefer a nontraditional approach to learning.

Hartland Schools will continue to work closely with the special education department to provide assistive technology to students in need. Special Education teachers and aides will utilize resources to ensure all students have access to technology. Examples include special keyboards and mice, text to speech software, sound-field amplification, touch devices such as iPads, and mobile computing solutions such as laptops and Chromebooks. Effort continues to be made to ensure that web content is accessible to all stakeholders. Each school in the district will continue to make available any open time slots in the technology lab for classroom teachers to use for integrating technology in daily lessons and using technology as a tool.

Standards

Hartland Schools bases our approach to technology instruction and integration with the METS (Michigan Educational Technology Standards, and the NETS (National Technology Standards) in mind.

Access to the METS can be found here: http://www.techplan.org/mets/

Acces to the NETS can be found here: https://www.iste.org/standards/standards/for-students

Infrastructure, Hardware, Technical Support and Software

Infrastructure

LAN/WAN (See Network Diagram in Appendix I) - All district buildings are connected via our private fiber WAN terminating into Cisco 3550 or Cisco 3750 edge switches running back to our high school facility on the main campus which houses a Cisco 6509 core. All buildings have IDF's (remote data closets) that are connected to each MDF (main data closet) via Multi-Mode fiber gigabit connections. The district currently connects to our Internet Service Provider (Wayne RESA) with an AT&T which currently provides a 1000 Mb connection which is upgradeable. In addition, we have split our data between that connection and a fiber connection to the ISD where we share another 1000 Mb connection with other Livingston County Schools. We have employed a Cisco PIX Firewall and a Cisco ASA which provides protection from intrusion on both connections.

Through the course of this plan, we will need to
1. Maintain our membership in the County Fiber Consortium.
2. Be prepared to repair any failed equipment.
3. Maintain a minimum of 1000 Mb connectivity to Internet resources and continue to monitor bandwidth to ensure we maintain adequate capacity.

File Servers

Currently, Hartland Schools runs a server farm in order to meet the academic and business needs of our organization. All of the main servers for the district are located in a server farm in the MDF at the High School. We have a current install of about 500 virtual desktops that run virtual computers at some of our elementary buildings and Farms Intermediate. That server infrastructure is comprised of a NetApp storage appliance, and we use a VMware View solution for our end virtual machines. Email and voice mail is retrieved from our educational Gmail accounts and computer imaging is handled using Microsoft Management Console. The district's Internet content filtering governed by a server which is continually updated by the LightSpeed company. While we maintain the ability to customize the configuration, LightSpeed provides real-time updates. Much of our servers have been converted to virtual devices conserving power and providing greater reliability and redundancy.

Back-Up

There are nightly incremental file level backups of primary file server using a Crashplan server off-site in Pinckney. Nightly full VM backups of all VMs using veeam free to secondary storage. We current have a 2 day retention due to limitations in the free software.

The future plan is to purchase Veeam Essentials license to have incremental and full backups with a minimum of 10 days retention. Full Backups will be transferred off-site to a LESA consortium district weekly.

Network Infrastructure Replacement and Implementation Schedule

Network Infrastructure	Year of Purchase	Year of Replacement
LES, RES, VES, FIS Switches	2011	2020
HMS Switches	2011	2021
CES Switches	2011	2022
HHS Switches	2011	2023
SSC Switches	2011	2024
Video Surveillance Server Replacement	2012	2020
Video Surveillance Equipment Replacement FIS, HMS	2012	2020
Expand Video Surveillance Equipment to CES, LES, RES, VES	2012	2020
Classroom Video Streaming Server	2011	2021
Wireless Infrastructure	2012	2021
Core Switch	2003	2020
Cisco Pix Firewall	2012	2022

Video/Security

District Buildings have video surveillance cameras located throughout the interior and exterior of the facilities. Some of our buildings have camera systems that are over 13 years old while other buildings have a slightly newer system that was installed in 2012. Video surveillance is used both for real-time monitoring in each location as well as taking reactive action once something has occurred. The camera system is essential to protect our facilities and aid in keeping our students safe.

Since 2013, all district buildings have an access control system (key FOB system) in place. This system enables us to monitor building access more effectively and control access more granularly.

It is essential that we continue to maintain our current Video/Security infrastructure and work to expand our systems to include areas not currently monitored.

Computer Hardware and Peripherals

The major issue facing the Hartland Consolidated Schools, with regard to end-user hardware, is the timely replacement of its almost 3000 computers and devices. The use of computers in education is essential and the benefits to enhance student learning are significant. However, the equipment must be in good working condition and capable of supporting current software and applications to have the most impact on a student's learning. Some locations do not require the technology to be as new so some older computers may be re-allocated. In locations where computers must be newer to support current software or teaching practices, this plan calls for a replacement after 5 years. The entire printer fleet will be replaced during the summer of 2021 when each of the printing devices will be 10 years old.

Teacher computers will be replaced with desktops because they will be needed in each instructional location to connect to the interactive touch panels. In the future we would like teachers to be assigned a chromebook to support one-to-one computing and may be taken with them when they leave campus. Our district-wide wireless, which was installed in the summer of 2012 continues to promote anytime anywhere learning for students and staff alike. Interactive classroom solutions have been installed into all district classrooms: Interactive whiteboards, data projectors, and document cameras, but will need to be replaced with more modern solutions that contain fewer points of failure and provide greater opportunities for classroom adoption. During the summers of 2012 and 2013 we installed a virtual desktop integration (VDI) solution at Farms, Round, Village, and Lakes as pilot schools. During this install we learned that the solution was not viable for Hartland Teachers due to the extensive use of multi-media resources and our SMART Notebook software. Videos lagged and the SMART Notebook software did not function correctly in the VDI environment. After attempting many fixes we decided that we should cease transitioning the teacher workstations to the VDI environment and instead use traditional desktops in those locations. During subsequent years, the VDI environment proved less stable than traditional desktop solutions. Chromebooks and Chromeboxes have begun to flood the educational market and this technology has proven to be stable, easy to configure and support and durable. Thus, we feel it is an excellent alternative solution to both traditional and virtual desktops.

<u>Considerations for Hardware and Peripheral Replacement</u>
- General funds cannot be the only method of funding technology replacement and procurement.
- Teacher computers need to be capable of running the common teacher applications in the district.
- Student computers need to be capable of running grade and content specific software in the location the computer resides.
- In general, all district technology/computers must be kept current based upon how the device is being used.
- Those areas of proven and productive technology use should receive priority over those areas that have not displayed as productive uses.
- All computers should be placed where they are most productive.
- Primary computer devices are 0-5 years old and will be included in the replacement plan.
- Supplemental computer devices are 5 years old or older and are not included in the replacement plan.
- More advanced/newer technologies will change the costs and hardware solutions for what is considered a primary computer workstation.
- This plan will focus on complete and functional solutions.
- The needs of equity issues and assistive technology are constantly addressed and updated.
- As the availability of finances allows, computers will be upgraded and/or reassigned to extend their useful life.

Current Primary Computer Inventory

The date of purchase of the devices listed here is based upon the bulk of the devices in that location. A limited number of devices in each of these locations may be older or somewhat never.

Location	Teacher	Student	Admin	Total	Purchase Date
CES Computer	35	80	9	124	2017
CES Laptop	0	0	1	1	2017
CES Chromebook	0	96	0	96	2014-2017
LES Desktop	38	37	6	81	2015
LES Laptop	0	0	1	1	2015
LES Chromebook	0	96	0	96	2014-2016
RES Desktop	37	37	4	78	2015
RES Laptop	0	0	1	1	2015
RES Chromebook	0	96	0	96	2014-2016
VES Desktop	35	37	10	82	2015
VES Laptop	0	0	1	1	2015
VES Chromebook	0	96	0	96	2014-2016
FIS Desktop	50	80	13	143	2015
FIS Laptop	0	0	2	2	2015
FIS Chromebook	0	160	0	160	2014-2016
HMS Desktop	56	230	12	298	2016
HMS Laptop	0	36	2	38	2016
HMS Chromebook	0	93	0	93	2014-2016
HHS Desktop	103	388	28	519	2009 or 2017
HHS Laptop	0	51	0	51	2010
HHS Chromebook	0	0	0	0	-
HHS CAD	2	68	0	70	2010
HHS Apple	0	69	3	72	2010
SSC Desktop	16	69	32	117	2011
SSC Laptop	0	0	0	0	2011
SSC Chromebook	0	96	0	96	2014-2016
51 Desktop	9	3	0	12	2015
51 Laptop	0	0	0	0	-
51 Chromebook	0	0	0	0	-
Teacher iPads	245	50	22	317	2012
TOTALS	626	1,968	147	2,741	

Primary Computer Guidelines
- One teacher desktop assigned to each teacher classroom.
- Administrative computers are for office, clerical and technology use.
- Two student computer devices are assigned to each Special Education classroom.
- 30 student computers per computer lab (Exceptions Below)
  - 35 in HHS Media Lab, HHS RM-204, HHS RM-300, HMS RM-31, HMS RM-33
  - 34 in the HMS Media Center
  - 8 in the HHS Music Lab
  - 33 in the FIS Apps Lab
  - 21 in SSC RM-15
  - 24 in SSC RM-20
- Each computer lab also has in it a lab teacher computer in addition to the number of student computers.

Supplemental Computer Guidelines
- Capable of being connected to the district network.
- A reallocated Hartland computer transferred from a different location (old equipment) where it is deemed it will still be of value by the Technology Department.

Computer Replacement Schedule (Computers, iPads, Chromebooks, Chromeboxes)

Bldg	Year Purchased	Year to be Replaced	Device	Qty
CES	2017	2022	Teacher DT	35
CES	2017	2022	Teacher DT Monitor	35
CES	2017	2022	Student DT	0
CES	2017	2022	Student DT Monitor	80
CES	2017	2022	Admin DT	9
CES	2017	2022	Admin DT Monitor	9
CES	2017	2022	Admin 2 in 1	1
CES	2017	2022	Student LT	0
CES	2017	2022	Chromebook	0
CES	2017	2022	Chromebook Cart	0
CES	2017	2022	Chromebox	80
CES	2017	2022	Apple Teacher	0
CES	2017	2022	Apple Student	0
CES	2017	2022	CAD	0
HHS	2017	2022	Teacher DT	103
HHS	2017	2022	Teacher DT Monitor	103
HHS	2009	2018	Student DT	24
HHS	2009	2018	Student DT Monitor	388
HHS	2009	2018	SSD's or Chromebox	159

HHS	2008	2017	Admin DT	28
HHS	2008	2017	Admin DT Monitor	28
HHS	2008	2017	Admin 2 in 1	5
HHS	2009	2018	Student LT	51
HHS	2009	2018	Chromebook	70
HHS	2009	2018	Chromebook Cart	2
HHS	2009	2018	Chromebox	205
HHS	2009	2018	Apple Teacher	3
HHS	2009	2018	Apple Student	69
HHS	2009	2018	CAD	70
SSC	2010	2019	Teacher DT	16
SSC	2010	2019	Teacher DT Monitor	16
SSC	2010	2019	Student DT	69
SSC	2010	2019	Student DT Monitor	0
SSC	2010	2019	Admin DT	32
SSC	2010	2019	Admin DT Monitor	32
SSC	2010	2019	Admin 2 in 1	5
SSC	2010	2019	Student LT	0
SSC	2010	2019	Chromebook	0
SSC	2010	2019	Chromebook Cart	0
SSC	2010	2019	Chromebox	21
SSC	2010	2019	Apple Teacher	0
SSC	2010	2019	Apple Student	0
SSC	2010	2019	CAD	0
LES	2015	2020	Teacher DT	38
LES	2015	2020	Teacher DT Monitor	38
LES	2015	2020	Student DT	0
LES	2015	2020	Student DT Monitor	37
LES	2015	2020	Admin DT	6
LES	2015	2020	Admin DT Monitor	6
LES	2015	2020	Admin 2 in 1	1
LES	2015	2020	Student LT	0
LES	2015	2020	Chromebook (Student)	96
LES	2015	2020	Chromebook Cart	0
LES	2015	2020	Chromebox	37
LES	2015	2020	Apple Teacher	0
LES	2015	2020	Apple Student	0
LES	2015	2020	CAD	0

LES	2015	2020	Chromebook (Tchr)	37
RES	2015	2020	Teacher DT	37
RES	2015	2020	Teacher DT Monitor	37
RES	2015	2020	Student DT	0
RES	2015	2020	Student DT Monitor	37
RES	2015	2020	Admin DT	4
RES	2015	2020	Admin DT Monitor	4
RES	2015	2020	Admin 2 in 1	1
RES	2015	2020	Student LT	0
RES	2015	2020	Chromebook (Student)	96
RES	2015	2020	Chromebook Cart	0
RES	2015	2020	Chromebox	37
RES	2015	2020	Apple Teacher	0
RES	2015	2020	Apple Student	0
RES	2015	2020	CAD	0
RES	2015	2020	Chromebook (Tchr)	36
VES	2015	2020	Teacher DT	35
VES	2015	2020	Teacher DT Monitor	35
VES	2015	2020	Student DT	0
VES	2015	2020	Student DT Monitor	37
VES	2015	2020	Admin DT	10
VES	2015	2020	Admin DT Monitor	10
VES	2015	2020	Admin 2 in 1	1
VES	2015	2020	Student LT	0
VES	2015	2020	Chromebook (Student)	96
VES	2015	2020	Chromebook Cart	0
VES	2015	2020	Chromebox	37
VES	2015	2020	Apple Teacher	0
VES	2015	2020	Apple Student	0
VES	2015	2020	CAD	0
VES	2015	2020	Chromebook (Tchr)	34
FIS	2015	2020	Teacher DT	50
FIS	2015	2020	Teacher DT Monitor	50
FIS	2015	2020	Student DT	0
FIS	2015	2020	Student DT Monitor	80
FIS	2015	2020	Admin DT	13
FIS	2015	2020	Admin DT Monitor	13
FIS	2015	2020	Admin 2 in 1	2

FIS	2015	2020	Student LT	0
FIS	2015	2020	Chromebook (Student)	160
FIS	2015	2020	Chromebook Cart	0
FIS	2015	2020	Chromebox	80
FIS	2015	2020	Apple Teacher	0
FIS	2015	2020	Apple Student	0
FIS	2015	2020	CAD	0
FIS	2015	2020	Chromebook (Tchr)	48
51 Bldg	2015	2020	Teacher DT	9
51 Bldg	2015	2020	Teacher DT Monitor	9
51 Bldg	2015	2020	Student DT	0
51 Bldg	2015	2020	Student DT Monitor	0
51 Bldg	2015	2020	Admin DT	3
51 Bldg	2015	2020	Admin DT Monitor	3
51 Bldg	2015	2020	Admin 2 in 1	0
51 Bldg	2015	2020	Student LT	0
51 Bldg	2015	2020	Chromebook (Student)	0
51 Bldg	2015	2020	Chromebook Cart	0
51 Bldg	2015	2020	Chromebox	0
51 Bldg	2015	2020	Apple Teacher	0
51 Bldg	2015	2020	Apple Student	0
51 Bldg	2015	2020	CAD	0
51 Bldg	2015	2020	Chromebook (Tchr)	0
HMS	2016	2021	Teacher DT	56
HMS	2016	2021	Teacher DT Monitor	56
HMS	2016	2021	Student DT	230
HMS	2016	2021	Student DT Monitor	230
HMS	2016	2021	Admin DT	12
HMS	2016	2021	Admin DT Monitor	12
HMS	2016	2021	Admin 2 in 1	2
HMS	2016	2021	Student LT	36
HMS	2016	2021	Chromebook (Student)	93
HMS	2016	2021	Chromebook Cart	2
HMS	2016	2021	Chromebox	0
HMS	2016	2021	Apple Teacher	0
HMS	2016	2021	Apple Student	0
HMS	2016	2021	CAD	0
HMS	2016	2021	Chromebook (Tchr)	54

CES	2017	2022	Teacher DT	35
CES	2017	2022	Teacher DT Monitor	35
CES	2017	2022	Student DT	0
CES	2017	2022	Student DT Monitor	80
CES	2017	2022	Admin DT	9
CES	2017	2022	Admin DT Monitor	9
CES	2017	2022	Admin 2 in 1	1
CES	2017	2022	Student LT	0
CES	2017	2022	Chromebook (Student)	96
CES	2017	2022	Chromebook Cart	0
CES	2017	2022	Chromebox	80
CES	2017	2022	Apple Teacher	0
CES	2017	2022	Apple Student	0
CES	2017	2022	CAD	0
CES	2017	2022	Chromebook (Tchr)	33
HHS	2017	2022	Teacher DT	103
HHS	2017	2022	Teacher DT Monitor	103
HHS		2023	Student DT	188
HHS		2023	Student DT Monitor	393
HHS		2022	Admin DT	28
HHS		2022	Admin DT Monitor	28
HHS		2022	Admin 2 in 1	5
HHS		2023	Student LT	51
HHS		2023	Chromebook (Student)	70
HHS		2023	Chromebook Cart	0
HHS		2023	Chromebox	205
HHS		2023	Apple Teacher	3
HHS		2023	Apple Student	69
HHS		2023	CAD	70
HHS		2022	Chromebook (Tchr)	90
SSC		2024	Teacher DT	16
SSC		2024	Teacher DT Monitor	16
SSC		2024	Student DT	69
SSC		2024	Student DT Monitor	90
SSC		2024	Admin DT	32
SSC		2024	Admin DT Monitor	32
SSC		2024	Admin 2 in 1	5
SSC		2024	Student LT	0

SSC		2024	Chromebook (Student)	96
SSC		2024	Chromebook Cart	0
SSC		2024	Chromebox	21
SSC		2024	Apple Teacher	0
SSC		2024	Apple Student	0
SSC		2024	CAD	0
SSC		2024	Chromebook (Tchr)	12

Software

PC computers in the district are running Windows 7, or 10 operating systems and Mac Computers are running version 10.12 or higher. Each computer also has Office 2010 or higher, installed on it. The district has invested in the Microsoft EES Licensing Program enabling us to install any version of Microsoft Windows and Office so desired on any number of computers throughout the district. EES Licensing is an annual renewal but ensures the district an operating system and productivity software that are current and up to date for our end users.

Despite our annual investment in Microsoft EES Licensing, we strongly encourage our district end-users to make as much use as possible of Google Docs. Though our participation in Google Apps for Education, district end-users have access to unlimited storage on the Google servers for Gmail, Google Apps and Google Drive and Google Calendar.

The district's Student Information System is MiStar supported by programmers at Wayne RESA. Specialized grade level or subject matter software is available to students and teachers. Web hosting is provided by Catapult K-12 and has been in place since summer 2013, although teachers are invited to invest in their own solution to host their classroom websites.

General Guidelines for Software Acquisition Proposals
- All proposals must clearly indicate all details and rationale
- All proposals must include a detailed description of the software
- All proposals must include a projected cost and a description of how those costs were developed
- All proposals must include a description of how they will improve the productivity or enhance student learning throughout the district
- All proposals must be submitted first to the building Principal for pre-approval
- All proposals must be approved by the District Technology Department and if there is concern be taken to the Technology Committee.
- All proposals must attempt to use the REMC Statewide Bid to save on the purchase of software packages.

Procedure for Software Proposals
- After receipt of a proposal that has followed the general guidelines, the District Technology Department will review the proposal.
- All proposals must be submitted to the Technology Director no later than May 31 for implementation the following school year.
- Proposals will be discussed by the Technology Department in June.
- The Technology Department may then approve, recommend revisions, or reject a proposal.
- Once approved, a proposal will be prioritized by the District Technology Department.
- If rejected, the Technology Director will take the proposal to the District Technology Committee for discussion.

Technical Support

Hartland Consolidated Schools supports technology using a combination of full time Hartland employees and also participates in a cooperative through the Livingston Educational Service Agency where employees are shared to best benefit districts involved. Hartland Technology is Staffed in the following way:
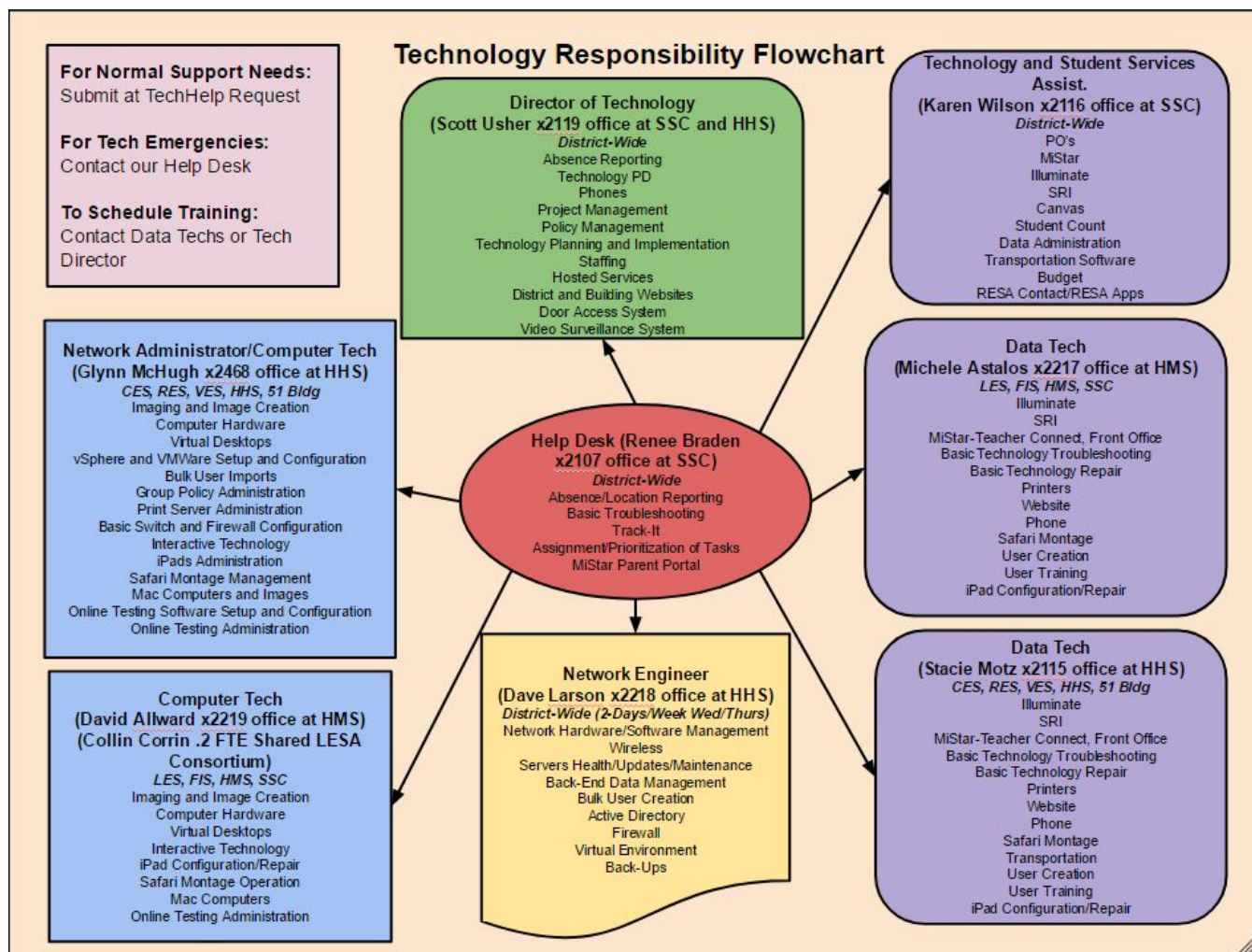
District Technology Director (Hartland 1.0 FTE)
Network Engineer (LESA .4 FTE)
Network Administrator/Computer Technician (Hartland 1.0 FTE)
Computer Technician (Hartland 1.0 FTE)
Computer Technician (LESA .2 FTE)
Data Technician (Hartland 2.0 FTE)
Technology and Student Services Assistant (Hartland 1.0 FTE)
Help Desk (Hartland .3 FTE)

The shared services agreement has been in place since Fall 2008 and is coordinated by our local ISD. It has brought about several advantages to each participating school district. It has enabled county districts to coordinate resources and best practices more efficiently and it has also provided a high level technician to all districts at a more reasonable cost.

The technology department has an electronic technology work order system in place and all district employees have the ability to open a work order on their own. All district employees also have the ability to call the district's Technology Help Desk number and open a work order through her. If the need expressed is of an urgent nature, our help desk person will make immediate contact with a member of the Technology Department. The combination of the use of the electronic work order system and the help desk has enabled end users to receive the assistance the need with little wait time.

Systems and procedures are in place to speed the repair process for many computer-related issues, including, computer imaging software, proper backups, and computer management policies on the individual workstations. In the summer of 2013, we expanded the technology department from 5.2 FTE to 6.9 FTE by adding .3 FTE Help Desk, expanding a .6 FTE Computer Technician to 1 FTE and adding a 1 FTE Data Technician. We also split the district into two sections where a Data Tech and Computer Tech would be responsible for covering issues in a select buildings believing the buildings would get very comfortable knowing whom to expect when a ticket was submitted.

The Technology Responsibility Flow Chart shown below provides additional detail pertaining to technology personnel and their responsibilities.

Technology Responsibility Flowchart

For Normal Support Needs:
Submit at TechHelp Request

For Tech Emergencies:
Contact our Help Desk

To Schedule Training:
Contact Data Techs or Tech Director

Director of Technology
(Scott Usher x2119 office at SSC and HHS)
District-Wide
Absence Reporting
Technology PD
Phones
Project Management
Policy Management
Technology Planning and Implementation
Staffing
Hosted Services
District and Building Websites
Door Access System
Video Surveillance System

Technology and Student Services Assist.
(Karen Wilson x2116 office at SSC)
District-Wide
PO's
MiStar
Illuminate
SRI
Canvas
Student Count
Data Administration
Transportation Software
Budget
RESA Contact/RESA Apps

Network Administrator/Computer Tech
(Glynn McHugh x2468 office at HHS)
CES, RES, VES, HHS, 51 Bldg
Imaging and Image Creation
Computer Hardware
Virtual Desktops
vSphere and VMWare Setup and Configuration
Bulk User Imports
Group Policy Administration
Print Server Administration
Basic Switch and Firewall Configuration
Interactive Technology
iPads Administration
Safari Montage Management
Mac Computers and Images
Online Testing Software Setup and Configuration
Online Testing Administration

Help Desk (Renee Braden x2107 office at SSC)
District-Wide
Absence/Location Reporting
Basic Troubleshooting
Track-It
Assignment/Prioritization of Tasks
MiStar Parent Portal

Data Tech
(Michele Astalos x2217 office at HMS)
LES, FIS, HMS, SSC
Illuminate
SRI
MiStar-Teacher Connect, Front Office
Basic Technology Troubleshooting
Basic Technology Repair
Printers
Website
Phone
Safari Montage
User Creation
User Training
iPad Configuration/Repair

Computer Tech
(David Allward x2219 office at HMS)
(Collin Corrin .2 FTE Shared LESA Consortium)
LES, FIS, HMS, SSC
Imaging and Image Creation
Computer Hardware
Virtual Desktops
Interactive Technology
iPad Configuration/Repair
Safari Montage Operation
Mac Computers
Online Testing Administration

Network Engineer
(Dave Larson x2218 office at HHS)
District-Wide (2-Days/Week Wed/Thurs)
Network Hardware/Software Management
Wireless
Servers Health/Updates/Maintenance
Back-End Data Management
Bulk User Creation
Active Directory
Firewall
Virtual Environment
Back-Ups

Data Tech
(Stacie Motz x2115 office at HHS)
CES, RES, VES, HHS, 51 Bldg
Illuminate
SRI
MiStar-Teacher Connect, Front Office
Basic Technology Troubleshooting
Basic Technology Repair
Printers
Website
Phone
Safari Montage
Transportation
User Creation
User Training
iPad Configuration/Repair

We have built a culture where our end users feel and truly are more supported. As we have continued to conduct professional development end users have also been able to address some of their own needs or find assistance in a nearby classroom from another end user. We continue to monitor and evaluate the success of our department and will continue to make adjustments when issues arise.

Our current level of support, while not in overabundance, is much better than it was prior to the 2013 expansion. With the installation and implementation of the extensive interactive classroom technology and other systems we have implemented throughout the district, we will need to continue to closely monitor the abilities of our current staffing as we continue to attend to the technological needs of the district. The Technology Director will continue to collaborate with and keep the Assistant Superintendent of Curriculum and Instruction updated of the Technology Department's ability to keep all district technology running efficiently.

Funding and Budget

Hartland Consolidated Schools is completing the implementation of a 28 million dollar school renovation bond (2010), approximately 7 million of which was spent on technology. Some of the major technology improvements include: The installation of district-owned fiber connecting our district to the remainder of the districts and ISD in Livingston County, primary computer replacement over a 5 year implementation plan (2015-2019), installation of classroom interactive technology in every classroom throughout the district (2011-2012), installation or replacement of sound-field technology in every classroom K-8 and installation of sound amplification in every other classroom 9-12 (2011-2012), adding wireless throughout the district for both direct internet access to public devices and district network connectivity to all Hartland Schools devices (2011), replace and expand some network infrastructure, and increase security with card access and video surveillance equipment (2012)

Coordination of Resources

Universal Service Fund (USF):
Hartland Schools has applied for and will continue applying for universal service discounts under the universal service support mechanism, E-rate, which is a federal program created to provide discount reimbursements and assist most schools and libraries with obtaining affordable technologies, including telecommunications and internet access. Discounts are based on an individual school's enrollment in the National School Lunch program. Hartland Consolidated Schools anticipates obtaining approximately $3,000 annual average reimbursement from E-rate. Since the rules qualifying resources have drastically changed over the past few years, Hartland Schools now only receives approximately $4,000 annually from the this funding source.

Grants:
Hartland Schools will continue to seek out federal and state grants that will help in implementing our long range technology plan. Any grant funds received will be disbursed according to the goals and objectives outlined in our technology plan. Accordingly, our plan will evolve as new technologies arise. To avoid duplication of funds, we will consistently update our technology plan to reflect technologies that have been acquired.

Bonds:
Hartland Schools as been in the process of implementing four different Bonds at different times for various reasons for the past 20 years. Each of those Bonds have included technology components which have added to the technological arsenal of educational resources at Hartland Schools.

General:
- Technology purchases will continue to take advantage of State-Wide REMC bid pricing and other competitive bids on as much technical equipment as possible.
- Technology department, curriculum department, and building level funds will be coordinated to provide equitable funding for technology.
- Hartland schools will continue to participate in the shared services agreement with our Livingston Educational Services Agency. Currently, we employ .6 FTE of our 6.9 FTE

technology staff through this agreement and as needs or opportunities arise, we will continue to do so, making the best use of district funds to support technology.

● Additional sources of funding for replacement of equipment and new acquisitions will be explored.

Budget Item	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Revenue Sources								
General Funding	$565,982.00	$502,348.00	$502,348.00	$502,348.00	$502,348.00	$502,348.00	$502,348.00	$502,348.00
2010 Bond Funds	$157,835.64	$377,116.48	$84,032.07					
Annual Totals	$723,817.64	$879,464.48	$586,380.07	$502,348.00	$502,348.00	$502,348.00	$502,348.00	$502,348.00
Expenditures								
Conf. Expense - Computer	$3,600.00	$3,600.00	$3,600.00	$3,600.00	$3,600.00	$3,600.00	$3,600.00	$3,600.00
Supplies - Computer	$85,000.00	$85,000.00	$85,000.00	$85,000.00	$85,000.00	$85,000.00	$85,000.00	$85,000.00
Supplies - Tech Infrastructure	$63,634.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
LESA Consulting	$53,000.00	$53,000.00	$53,000.00	$53,000.00	$53,000.00	$53,000.00	$53,000.00	$53,000.00
Cont. Serv, Data Processing	$233,248.00	$233,248.00	$233,248.00	$233,248.00	$233,248.00	$233,248.00	$233,248.00	$233,248.00
Travel & Mileage - Computer	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00
D/P Supplies	$2,500.00	$2,500.00	$2,500.00	$2,500.00	$2,500.00	$2,500.00	$2,500.00	$2,500.00
Data Proc. Services - LESA	$120,000.00	$120,000.00	$120,000.00	$120,000.00	$120,000.00	$120,000.00	$120,000.00	$120,000.00
Teacher Desktop	$79,264.44	$0.00	$9,190.08	$108,240.00	$35,640.00	$87,120.00	$0.00	$10,560.00
Teacher Monitor	$19,803.00	$0.00	$2,622.88	$27,880.00	$9,180.00	$22,440.00	$0.00	$2,720.00
Student Desktop	$0.00	$13,641.12	$39,218.22	$0.00	$147,200.00	$0.00	$120,320.00	$44,160.00
Student Desktop Monitor	$6,400.00	$34,190.56	$0.00	$21,010.00	$25,300.00	$8,800.00	$43,230.00	$9,900.00
Admin Desktop	$21,252.06	$0.00	$16,657.02	$23,760.00	$7,920.00	$24,420.00	$0.00	$19,140.00
Admin Desktop Monitor	$5,881.54	$0.00	$4,753.97	$6,120.00	$2,040.00	$13,560.00	$0.00	$4,930.00
Admin/Teacher Laptop	$10,084.20	$0.00	$7,203.00	$7,500.00	$3,000.00	$9,000.00	$0.00	$7,500.00
Student Laptop	$0.00	$34,935.00	$0.00	$0.00	$28,800.00	$0.00	$40,800.00	$0.00
Chromebook (Student)	$0.00	$15,007.30	$0.00	$100,800.00	$20,925.00	$21,600.00	$15,750.00	$21,600.00

Budget Item	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	
Chromebook Cart	$0.00	$2,518.00	$0.00	$0.00	$2,600.00	$0.00	$0.00	$0.00	
Chromebox	$15,150.40	$42,824.50	$4,386.90	$45,840.00	$0.00	$19,200.00	$49,200.00	$5,040.00	
Apple Teacher	$0.00	$4,500.00	$0.00	$0.00	$0.00	$0.00	$4,500.00	$0.00	
Apple Student	$0.00	$103,500.00	$0.00	$0.00	$0.00	$0.00	$103,500.00	$0.00	
CAD	$0.00	$126,000.00	$0.00	$0.00	$0.00	$0.00	$126,000.00	$0.00	
Chromebook (Teacher)	$0.00	$0.00	$0.00	$34,875.00	$12,150.00	$27,675.00	$0.00	$2,700.00	
Wireless				$361,250.00					
Servers				$200,000.00					
Network Switches				$100,000.00	$120,000.00	$68,000.00	$216,000.00	$96,000.00	
Core Switch and Firewall				$90,000.00					
Video Surveillance				$300,000.00					
Printers					$110,000.00				
Sound Field				$195,000.00	$66,000.00	$174,000.00	$0.00	$22,500.00	
Classroom Touch Panels				$650,000.00	$220,000.00	$580,000.00	$0.00	$75,000.00	
Document Cameras				$71,500.00	$24,200.00	$63,800.00	$0.00	$8,250.00	
Total Expenditures	$723,817.64	$879,464.48	$586,380.07	$2,846,123.00	$1,337,303.00	$1,621,963.00	$1,221,648.00	$832,348.00	
									TOTALS
Total GF	$565,982.00	$502,348.00	$502,348.00	$502,348.00	$502,348.00	$502,348.00	$502,348.00	$502,348.00	$4,082,418.00
Total 2010 Bond	$157,835.64	$377,116.48	$84,032.07						$618,984.19
Total Unfunded				$2,343,775.00	$834,955.00	$1,119,615.00	$719,300.00	$330,000.00	$5,347,645.00

Monitoring and Evaluation

Goal: Provide a means for measurement and refinement during implementation.

Because technology continues to change, it is important to annually review the technology plan. The evaluation process will identify successes and weaknesses which will allow the Technology Department in conjunction with the Technology Committee to make adjustments and improvements as needed. The entire plan will be reviewed annually helping to determine hardware and software needs. In addition, annual evaluation is necessary to monitor the extent to which technology is being used in the classroom to enhance student learning.

Infrastructure
The functionality of existing hardware and network systems will be continually evaluated by the Technology Department. The committee will consider the number of technology repairs logged and the response time necessary to address repair issues. Fewer numbers of repair tickets, quicker response times with existing numbers of technicians will be one indication of productive equipment, a functional network, and more knowledgeable technology and educational staff.

Funding and Budget
The Technology Department will monitor the technological needs of the district with respect to the budget allocation for technology. The ability of the fund allocation to meet the technological needs of the district on an annual basis will be an indication of adequate funds being supplied to support the technology. Should funds not be adequate, the Technology Director will make recommendations for budget adjustment so needs can be met.

Efforts and goals that have been deemed unsuccessful by the District Technology Department based upon the above criteria will be addressed. District Staff will be consulted and different strategies will be implemented to achieve goals not met. Revisions to the plan and budget adjustments will be made as needed.

Student Acceptable Use Policy
Hartland Consolidated Schools

Hartland Consolidated Schools offers technology and Internet access for students and staff to use as part of the educational and learning process. This document is the Acceptable Use Policy for any use of these systems and for any technology equipment on or off District premises or at any District events. Hartland's technology systems have been established and are maintained for limited educational purposes to include classroom activities, career development, and high quality self-discovery activities, all of which promote educational excellence.

Hartland Consolidated Schools technologies have not been established as a public access or public forum and our school district has the right to place reasonable restrictions on the material you may access or post, the training you need to have before you are allowed to use the systems, and enforce all rules set forth in the Hartland School's code of conduct and the laws of the state of Michigan. Further, you may not use these systems for commercial purposes to offer, provide, or purchase products or services through the systems or use them for political lobbying. Access to the Internet is available through the school district only with the permission of the Principal or his/her designee and your parent(s)/legal guardian. Hartland Consolidated schools is in compliance with the Child Internet Protection Act.

CIPA Compliance
The Hartland Consolidated Schools has and will continue to comply with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (I). The district is committed to ensuring 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 district's Acceptable Use Policy. In addition, each student must sign an Internet use agreement before they are allowed access to the Internet both when they enter the district and each time they are promoted to a new building. It is the district's intent to preserve network bandwidth and improve network response times by limiting Internet access to educational-related sites. The district employs Internet content filtering software used to block and filter access to the Internet from pornographic and obscene sites, ensuring compliance with district policies and maintaining a positive environment.

The signatures on this policy summary indicate the parties who signed have read the terms and conditions carefully and understand their significance and agree to abide by them.

The following are examples of acceptable uses and unacceptable uses of Hartland Consolidated School's technologies (which may include but are not limited to the following examples). This includes any technology equipment on or off District premises or at District events.

1. Personal Safety
   a. You will not post contact information (e.g., name, address, phone number…) about yourself or any other person.
   b. You will not agree to meet with someone you have met online without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you

feel uncomfortable must be reported to your teacher or other district employee or technology team member.

2. Illegal/Prohibited Activities
    a. You will not attempt to gain unauthorized access to any District technology system, or individual equipment or go beyond your authorized access by entering another person's account or accessing another person's files.
    b. You will not deliberately attempt to disrupt/physically tamper with the computers, or network systems, or destroy data by spreading computer viruses (or malware) or by any other means.
    c. You will not use any technology equipment on District premises or at District events, or District equipment at any location to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

3. System Security
    a. You are responsible for your individual account and will take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person. Passwords to any electronic system should not be easily determined by others.
    b. You will immediately notify a teacher or the system Technology team if you have identified a possible security problem. Do not look for security problems: This will be considered an illegal attempt to gain access.
    c. You will avoid the inadvertent spread of computer viruses (or malware) by having all disks, downloads, or videos scanned for virus and malware.
    d. Each user of the technologies will ensure that all food and drink is kept away from all the equipment.

4. Integrity
    a. On any and all uses of technology equipment on District premises or at District events, or District equipment at any location whether in material posted on the Web, or internal documents, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
    b. You will not use any technology equipment on District premises or at District events, or District equipment at any location to harass another person by any action that distresses or annoys. This includes developing software programs or publicly posting information that harasses others or might be considered cyberbullying.

5. Respect for Privacy
    a. You will not repost communications or information that was sent to you privately without permission of the person who sent you the information.
    b. You will not post private information about yourself or another person.

6. Respecting Resource Limits
    a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on the use for education and career development activities. The limit on self-discovery activities will be defined by your supervising staff members.
    b. You will not load or download any executable (program) file or other large files without permission from a supervising staff member.
    c. Students shall not use a technology system or network to play games. Educationally based games shall be allowed under staff supervision.
    d. You are responsible for limiting use of disk space and deleting unnecessary files in a timely manner.
    e. Students shall not stream unauthorized video or music.
    f. Students will only use student wireless or guest wireless network to connect any personal electronic device to the Hartland Schools network. This includes but is not limited to laptops, computers, and any handheld electronic device. This access will be CIPA compliant, and will pass through the district's firewall and filter.

7. Electronic Communication
   a. Students will not access any chat room from any school district owned technology unless under the supervision of a teacher or administrator.
   b. Students will have limited use of district provided e-mail accounts to facilitate learning and enhance the exchange of educational information. This use will be academic in nature only and will be monitored by the supervising staff member. - You will not post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people). - You will check your e-mail frequently, delete unwanted messages promptly.
   c. You will subscribe only to high-quality discussion group mail lists that are relevant to your education or career development. These subscriptions must be approved by your supervising staff member.
   d. You are responsible for maintaining the integrity of the e-mail system and reporting any violations of privacy or inappropriate behavior.
8. Plagiarism and Copyright Infringement
   a. You will not plagiarize works that you find on any of Hartland's technology systems, including the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
   b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work (including software, text, images etc.) that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner, and cite references for all data accessed via technology. Direct any questions regarding copyright issues to a teacher or library media specialist.
9. Inappropriate Access to material
   a. You will not use Hartland technology systems to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with both teacher and parental approval.
   b. If you mistakenly access inappropriate information, you must immediately tell your teacher or other district employee or technology team member. This will protect you against a claim of intentional violation of this policy.
   c. Students/Parents/Guardians will be responsible for any financial expenses incurred by the district due to unauthorized use by a student. (i.e. on-line purchases)
   d. Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The district fully expects that you will follow your parent's' instruction in this matter.
   e. Students shall not use a proxy to bypass our content filter.
   f. To the extent that any student uses non-district technology services to communicate information regarding the schools or its staff or students, Board policy still applies. This includes posting information, videos, or photos on services such as Facebook, YouTube, or any other social media site. Users and parents/guardians of students acknowledge that the district cannot control content posted to non-district technology services. Users and parents/guardians of students further acknowledge that the district cannot filter non-district communication services such as cellular phone networks, nor control content stored on non-district equipment.
10. Your Rights
   a. Free Speech. Your right to free speech, as set forth in the school disciplinary code, applies also to your communications on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the district may restrict your speech for valid educational reasons. The district will not restrict your speech on the basis of its disagreement with the opinions you express.
   b. Search and Seizure. You should expect no privacy of the contents of your personal files on the district's technology systems. Routine maintenance and monitoring of the system will occur and

should that monitoring discovery that you have violated this policy, the school code, or the law. - An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the Hartland Consolidated School's disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation. Parents/legal guardians have the right at any time to see the contents of your files and directories.

c. Due Process. The district will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the Hartland Technology Systems. In the event of a claim that you have violated this policy, the Hartland Consolidated School's disciplinary code, or the law in your use of this system, you will be given notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal law. Additional restrictions may be placed on your use of Technology accounts.

The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the systems.

Disciplinary Action
When you are using the system, it may feel like you can more easily break a rule and not get caught. This is not true. Electronic footprints are imprinted on the system whenever an action is performed. Therefore, you are likely to be caught if you break the rules.

Any infraction involving the use of technology systems will be subject to a progressive discipline policy, which may include removal from computing systems or networks, detentions, suspensions of various duration, and/or recommendation to the Board for expulsion. **Loss of Internet or Network privileges may have a serious impact on a student's grade and participation in technology related courses. Students may be required to use technologies off-campus to complete assignments outside of class. Students who lose network and/or Internet privileges due to a violation of the Acceptable Use Policy may be removed from a computer based class or have his/her schedule changed (resulting in loss of credit for the class) if loss of computer privileges will not allow for completion of class assignments, projects, and tests.** The progressive discipline policy is as follows:

1. Use of large downloads, unauthorized streaming, playing or downloading unauthorized internet games or executable files in home directory.
   a. Consequences:
      i. 1st violation – 30 days off Internet
      ii. 2nd violation – Rest of year off Internet
2. Unauthorized Internet Use – Visiting Non-academic sites
   a. Consequences:
      i. 1st violation – 30 days off Internet
      ii. 2nd violation – Rest of year off Internet
3. Access Violation – Using someone else's user ID where both parties are aware
   a. Consequences:
      i. 1st violation – 30 days off Network
      ii. 2nd violation – Rest of year off Network
4. Illegal Internet/Network Use – visiting Pornographic sites, hacking, or introducing harmful programs onto district technology.

a. Consequences:
      i. 1st violation – 30 days off Network
      ii. 2nd violation – Rest of year off Network

Physical tampering or destruction of technology will result in consequences based on the vandalism policy found in the student handbook. These consequences may include loss of technology access, which could result in loss of academic credit.

In addition, students/parent/guardian may be required to make full financial restitution to cover the loss of staff time and/or loss of equipment and/or any legal expense that may have been incurred during investigations of student misuse.

Photograph images of students in Grades PreK-12
Images and student work are permitted and may be used on district websites and social media. If parents wish to opt out of student image or student work publishing, it is necessary for them to properly fill out the "Parent Release Form" available in the enrollment packet or from any building office.

Student AUP Signature Form

I hereby release the Hartland Consolidated Schools' Technology systems and their operators and sponsors, Hartland Consolidated Schools and its faculty and staff and all organizations, groups and institutions with which the Hartland Consolidated Schools' Technology systems are affiliated for any and all claims of any nature arising from my use, or inability to use, the Hartland Consolidated Schools' Technology systems. I have read the entire policy, understand its content, and agree to abide by the terms and conditions therein. I further understand that any violation of the regulations above is prohibited and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and disciplinary and/or appropriate legal action taken. My signature on this policy summary indicates I have read the terms and conditions carefully, understand their significance and agree to abide by them.

Parent or Legal Guardian Consent - As the parent or guardian of this student, I have read the Hartland Consolidated Schools Technology Acceptable Use Policy and Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for Hartland Consolidated Schools to restrict access to all controversial materials and I will not hold it responsible for materials acquired on the technology systems. I also understand that I will be responsible for any financial expenses incurred by the district due to unauthorized use by my child. I hereby give permission to issue a technology account in the indicated areas for my child and certify that the information contained on this form is correct.

My signature below indicates that I understand that my child will have access to computer devices and Internet content.
- Elementary students work on teacher supervised projects only.
- Academic e-mail accounts intended for academic communications only are granted for all students fifth through twelfth grade.

As a user of the Hartland Consolidated Schools computer network, I agree to comply with the Acceptable Use Policy (AUP). I will use the Hartland Consolidated Schools' network and Internet resources in a constructive and appropriate manner intended for academic purposes. I understand that should I commit any violation, my computer access privileges may be revoked, and disciplinary action will be taken.

Student Name (Print): _____   Date: _____

Student Signature: _____

As a parent or legal guardian of the student above, I have read and understand the HCS Acceptable Use Policy.

_____   I grant permission for my child to access networked computer services and
                        Internet resources. I understand that he/she is expected to use good judgment
                        and follow rules and guidelines when using the HCS network and Internet resources. I agree to
                        comply with the HCS Acceptable Use Policy.

_____   I do not grant permission for my child to access Internet resources while at
                        School. I understand that my child will still have access to the HCS network and is expected to
                        follow the rules and guidelines for the appropriate use of the network as stated in the HCS
                        Acceptable Use Policy.

Parent Name (Print): _____   Date: _____

Parent Signature: _____

Staff Acceptable Use Policy

Hartland Consolidated Schools

Hartland Consolidated Schools (HCS) offers staff access to a computer network for educational and instructional purposes. In addition, HCS offers staff access to the Internet. Internet access is intended to promote, enhance, and support educational goals and objectives. All staff must sign the Acceptable Use Policy. A copy of the signed AUP will be stored electronically on a server.

Internet Responsibilities

With access to the Internet comes responsibility at any level. HCS has installed an Internet filtering application and Firewalls to help protect any district user from inappropriate material while they are accessing Internet resources at school. Filtering is effective but not perfect. Staff must be vigilant in monitoring student use of technology systems and prepared to enforce the guidelines found within this policy (AUP). It is the expectation that ALL staff monitor students who are using Internet resources.

HCS is held harmless and released from liability for ideas and concepts that students or staff gain by their use of the Internet.

District Network Services

Each staff member is provided with a network account, which allows access to district network services. This access to network services is provided for those who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Network accounts provide for a limited amount of personal storage space on the HCS network for files related to the pursuit of education, which must be maintained by periodically clearing out older files.

Staff are required to keep passwords secure and private at all times. All users should be aware that Administration have the right to review files to maintain system integrity and to be sure that the system is being used according to the HCS district policy.

Hartland Schools employs an extensive back-up of data each night. Copies are stored both on-site and off-site for additional security. For details, see the Disaster Recovery Plan.

District Network Access Responsibilities

Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will only use their personal user ID to log in to the HCS network. When signing the AUP users agree to comply with district rules and policies.

HCS makes no warranties of any kind, either expressed or implied, for the provided access. The staff, school and HCS are not responsible for any damages incurred, including, but not limited to, the loss of data stored on HCS resources, to personal property used to access HCS resources, or for the accuracy, nature or quality of information stored on HCS resources.

Restrictions

The following activities are not permitted on the HCS electronic resources:

- Accessing, uploading, downloading, transmitting, displaying or distributing obscene or sexually explicit material.
- Accessing, uploading, downloading, transmitting, displaying, or distributing unauthorized files or applications of any kind (including but not limited to games, and Internet Proxies).
- Transmitting obscene, abusive or sexually explicit language.
- Damaging or vandalizing computers, computer systems, computer networks or computer files.
- Debilitating, disabling or altering computers, systems or networks.
- Creating, downloading, or distributing computer viruses or malware.
- Violating copyright or otherwise using another person's intellectual property without his or her prior approval and/or proper citation.
- Using another person's account, password, folder, work or files.
- Intentionally wasting computer network or printer resources.
- Using the HCS network or equipment for commercial or political or personal purposes.
- Violating local, state or federal statutes.

Consequences for Improper Use

Inappropriate use of the HCS network will result in the restriction or suspension of the user's account. Violations of the AUP may lead to disciplinary and/or legal action, including but not limited to termination or criminal prosecution by government authorities.

User Agreement

As a user of the Hartland Consolidated Schools computer network, I agree to comply with the Acceptable Use Policy (AUP). I will use the HCS network and the Internet in a constructive and appropriate manner. Should I commit any violation, my access privileges may be revoked, and disciplinary action will be taken.

User (print): _____

User Signature: _____

Staff Position: _____

Date: _____

Electronic Data Disaster Recovery Plan

Hartland Consolidated Schools

In the event of a disaster, the Hartland Consolidated Schools recognizes that certain data processing functions must be restored in as short a time frame as possible. Student information and records, employee information and records, staff and student data necessary for completion of coursework and operational data must all be restored.

Backup Procedures

Student Information
Backups of all student information (MiStar) is stored on equipment at Wayne County RESA and are subject to the back-up and disaster recovery plan of Wayne County RESA.

Personnel and Payroll
Files for personnel and payroll are stored on equipment at Wayne County RESA and are subject to the back-up and disaster recovery plan of Wayne County RESA.

Local Data
We store our student, staff, and application data on a large file server located in Hartland High School. Each night, the primary file server replicates all data to a secondary file server. The secondary file server not only stores a current copy of the student and staff data, but it also archives the data to a backup partition. In the near future we will be reusing some of our older storage hardware to add additional replication targets to further protect our data offsite. We are also reviewing proposals for backup products that would allow us to store backup data at LESA and/or RESA.

Email
Email is stored and backed up on servers in Google's primary and secondary data centers.

Disaster Recovery Procedure

For situations when the disaster recovery plan must be used, the following steps would be employed:
1. Identification of affected systems.
2. Replace any hardware necessary.
3. Attempt to recover affected systems without use of replication server.
4. Use replication server to restore access to student and staff data.
5. If data is unable to be recovered from the primary or secondary server, hire a third party company who specializes in data recovery.

Insurance
All electronic equipment used to store data is insured. By the end of each fiscal year, a current inventory is provided to the district's business office for submission to the insurance agent.

Network Diagram