

# Technology Plan

July 1, 2013 – June 30, 2015

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Ingham Intermediate  
School District Code  
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## **Introduction**

White Pine Academy  
Grades Kindergarten to 8<sup>th</sup>  
123 Students  
16 Staff Members

## **School Mission**

White Pine Academy will prepare students for the global 21<sup>st</sup> century promoting excellence in academics and healthy character growth and development.

We will achieve these goals by providing the best time-tested curriculum in seven “core” subjects of: mathematics, science, language arts, fine arts, history, foreign language, geography, along with a moral education accomplished through standards of conduct and curriculum.

## **Description of the Academy**

White Pine Academy is authorized by Saginaw Valley State University and opened in 1999. The Academy serves grades Kindergarten through Eighth. The Academy is located at 510 Russell Street in Leslie, Michigan. The staff consists of nine certified teachers and four support staff. The student population of White Pine Academy consists of 130 students and is ethnically, culturally and economically diverse. This diversity allows for a unique composition of students and their families.

## **Technology Plan Vision**

### **Student Centered Vision**

White Pine Academy’s vision is to utilize technology as an instrument for academic and personal development. We will provide our students with the means to empower themselves to have control over their learning. Students will learn how to apply these skills in order to succeed and compete in an ever-changing technology driven society.

### **Staff Centered Vision**

The Administration and Staff at White Pine Academy will search out and apply new ways of integrating technology into all facets of the education process for its students. Teachers will receive training and support in order to stay current with best practices for integrating technology into their curriculum. Utilizing these resources and tools, White Pine Academy envisions an environment where its students and teachers will work together as partners in the learning process towards success in not only education, but in life.

## Supporting Resources

White Pine Academy maintains the following supporting resources to the IT program: school video library and, SVSU technology curriculum support/personnel, WPA website, board approved & state aligned technology curriculum, classroom copies of the Michigan GLCE's, Ingham Intermediate School District technology resources, curriculum specialists and adaptive technology assistance, additional educational software and assorted printed curriculum materials. Students who require assistive technology receive support through the Ingham Intermediate School District as determined by the IEP team. In addition, high-poverty students have the ability to use the Technology Lab to complete required classroom assignments.

### Technology Plan - Goals, Strategies & Evaluation

**Goal:** Using the Technology GLCE's, students will demonstrate an understanding of computers, keyboarding and appropriate use of the Internet at appropriate grade levels K-8 to gain the ability to utilize technology for academic and personal development.

**Rationale:** 1. SVSU charter required component

2. Increased need for technology preparation in order for WPA students to be better prepared for attending high schools.

3. Emphasis on technology in WPA Mission Statement.

Strategies

Evaluation

	What	Who	When
Provide teachers with IT instruction strategies.	Schedule professional development opportunities specifically targeted to the IT needs of the staff throughout the year. Review annual teacher Professional Development Logs in May.	Ingham Intermediate School District Staff / Administration/Yearly Education Report	Yearly Report in May of each school year
Implementation of Digital Student Portfolios	Students will begin creating a digital portfolio which will travel with them each year they are at White Pine Academy. Each year they will add some of their work that demonstrates their competency in meeting the technology GLCE's. We will implement a cloud storage system( Dropbox, Edmodo) for easier access to these portfolios	Students/ School District Staff/ Technology Director	Continuously throughout the school year/ Reviewed Yearly
Integrate Multimedia projects into all grade levels	All students will create a multimedia project	Students/ School District Staff	Yearly
Integrate technology into grade level curriculum: Kindergarten through 8th grade using the Technology GLCE's and SVSU technology curriculum and pacing guides.	Curriculum work with SVSU, IISD IT instructional/curriculum personnel, teacher using the Technology GLCE's,	SVSU staff, ISD staff, WPA teachers, IT teacher, Tech Plan Committee, Admin. /Yearly Education Report	Yearly

## Technology Plan – Action Plan Professional Development

Strategy	Action	Resources	Activity	Implementation	Who	Timeline
Students will demonstrate an understanding of computers, keyboarding, commonly used application, and appropriate Internet use.	Provide teachers with computer instruction strategies and training	Use resources of SVSU and IISD, and Staff to provide training. In addition to aligning our training to the NETS-T	Computer training in instructional programs, software, technology use and lesson design to meet Technology GLCE's	SVSU, IISD, and School District personnel	Teachers	Professional Development logs due in May yearly
	Integrate technology into grade level curriculum, K through 8th grade	Designing lessons to integrate technology GLCE's into grade level curriculum/units.	Provide professional development to teachers in the use of technology GLCE's to design integrated lessons within each grade level's core curriculum.	SVSU, IISD, Tech Committee, IT teacher	Teachers, Administrative Team and Support Staff	2013-2015 School Years
	GLCE Progress Evidence	SVSU Technology Curriculum, and State GLCE	Conference evidence of technology proficiencies with an artifact to show parents	School District Staff, and Administration	School District Staff, and Administration	Twice Annually at Parent Teacher Conferences
	Use MDE program to teach safe internet use to students, and parents	Integrate MDE program into IT Instruction.	MDE program training and community Internet safety presentation	Teachers, IT Teacher, Administration	Teachers, IT Teacher, Administration, and Parents	2013-2015 School Years
	Implement Co-teaching in technology with Technology Director, and Classroom Teacher	Technology Director/Staff/Time	Collaboratively teach technology with increased integration into all classroom subjects	Teachers/Technology Director	Teachers/Technology Director	2011-2012 School Year

### Principles for Professional Development – Incorporated into the Professional Development Action Plan on page 5

1. Assess and identify staff development needs.
2. Plan time for staff development.
3. Stress integration of technology to enhance teaching & learning.
4. Use technology professionals for development & training.

5. Work cooperatively to achieve goals.
6. Provide staff training.
7. Provide adequate budget for professional development.

### **Evaluation**

On a yearly basis, the Technology Coordinator/Technology Teacher/ School Administration will collect data on how well the district technology plan is meeting the needs of staff and students. Findings will be documented and include a summary of goals met, a summary of unexpected outcomes and goals not met or in progress, and a plan to address and adapt the unmet goals and objectives. The Technology committee will review these results and implementation strategies, and then the plan to address unmet goals will be implemented. Success will be determined by repeating the process above on a yearly basis to ensure unmet goals are met.

Some of the following techniques will be used for evaluation:

1. Was the equipment and software installed according to the stated project timetable?
2. Did the project come in on target in terms of budget?
3. Was sufficient training for staff provided? (measured by staff perception and technology usage)
4. Was student performance enhanced by the new technologies? (measured by project based authentic assessment)
5. How many systematic changes resulted from the new technologies?
6. What is the evidence of success?

### **Expenditures** - Approximated for years 2013-2015

Educational hardware/software components for professional development: the schools LAN is 10/100BT and our computers and peripherals are PC based. Digital media, audio/video, document input/output and educational applications are sought to develop academic achievement.

## Preliminary Technology Budget (2013-2015)

School Years and Technology	Funding Sources				
	School Budget Funds	Local business and community donations	State Funds	Grant Funds and Telecommunication Reimbursements	Other
School Year 2013-2014					
Computers and instructional hardware and software					
Operations Budget					
Telecommunications	\$4260.00				
Network Infrastructure					
Staff Development (Training)					
Maintenance/Tech Support					
Technology Coordinator					
Parental/Community Training and Collaboration					
School Website Development	\$700.00				

School Year 2014-2015	Funding Sources				
Computers and instructional hardware and software					
Operations Budget					
Telecommunications	\$4260.00				
Network Infrastructure					
Staff Development (Training)					
Maintenance/Tech Support					
Technology Coordinator					
Parental/Community Training and Collaboration					
School Website Development	\$700.00				
Updates/Upgrades					

School Budget Funds	Local business and community donations	State Funds	Grant Funds and Telecommunications Reimbursements	Other
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School Year 2015-2016	Funding Sources				
Computers and instructional hardware and software					
Operations Budget					

Telecommunications	\$4260.00				
Network Infrastructure					
Staff Development (Training)					
Maintenance/Tech Support					
Technology Coordinator					
Parental/Community Training and Collaboration					
School Website Development	\$700.00				
Updates/Upgrades					

### **Coordination of Resources**

State, local, federal and private sources will be coordinated as available to support the implementation of this plan that details the time period 2013-2015

Current resources include operational funds, capital outlay, fund equity, Universal Service Fund discounts and various grant sources.

White Pine Academy will submit requests for discounts for the Universal Service Fund monies for funding years 2013-2015.

White Pine Academy aggressively pursues grant funding wherever possible for contributing to the costs of maintaining the technology as the school. Secure funding so that state initiative in the area of teacher competencies, student competencies and curriculum integration can be achieved.

### **Assessment Inventory**

White Pine Academy is located at 510 Russell St. in Leslie, Michigan, between Lansing and Jackson. The building was built in 2004 and a four classroom addition was added in the summer of 2008.

Each classroom has a teacher computer, with printing being sent to a printer/copier located in the office or technology lab. Windows Vista is the operating system used on the teachers computers. In addition, the school phone system is a PBX system with telephones in each classroom, office and staff rooms. It is also used as the school intercom system.

White Pine Academy has a subscription to an online Accelerated Reader Program that is available to all students, MobyMax and online math and language arts program, as well as membership to REMC which provides access to websites such as Discovery Education and Tumblebooks, and other online resources for students. Some

classrooms have opted to purchase software that is age appropriate such as Reader Rabbit and animated storybooks. All classroom computers are installed with Microsoft Office 2003 products; these include Word, Excel, Publisher, Access and PowerPoint. White Pine Academy has a technology lab which contains 18 Asus Eee Box computer running Linux and 8 Dell computers running Linux. The version of Linux being used is Edubuntu which is an education based operating system with many education applications built into it. In addition to the technology lab we also an LCD projector that is on a cart and available to all staff members, and 9 Toshiba Satellite Laptops running Linux that are used by students in the library. The addition of this equipment has increased the students' opportunity of exposure to technology. All classes have scheduled time to access the computer lab 2-3 days a week.

White Pine Academy teachers are provided with a Dell Inspiron computer with LAN based Internet access. The teachers and staff have mid-range skills as it relates to technology and computers. In general, their proficiencies are in using the Internet, e-mail, Microsoft Word and having the ability to promote ethical and legal behavior in the use of instructional technology. Professional development will be conducted yearly to update skills and new products. These include, but are not limited to spreadsheets, databases, desktop publishing, using peripherals, graphics, multi-media and classroom technology integration. Programs to promote safe internet use will be used by the IT teacher, teachers and made available to parents. In addition, WPA has installed Sonic Wall & AppRiver filtering systems to block unwanted emails and website access in accordance with the CIPA.

White Pine Academy receives telephone and internet service through ACD.net. White Pine Academy will apply for funding of these services through the E-rate/USF funding application.

Instructional Computers	43 Desktops / 9 Laptops
Administrative Computers	4 Desktops
Servers with SONIC firewall	1 Server
Hubs	0 Hubs
Switches	0 Switches
Routers	2 Wireless Routers
Networked Rooms (Ethernet (10/100 mbs))	23 Networked Rooms
TV	14 TV's
DVD Player	14 DVD's
LCD Projectors	1 LCD Projector

Overhead Projectors	14 Overhead Projectors
Internet Access (type/bandwidth)	Broadband Cable 384kbps
Software	
MS Windows XP	10 Computers
MS Windows Vista	7 Computers
Edubuntu(Linux)	35 Computers
MS Windows 2003 Server	Run from Server
Google Applications for Education	All Staff Members
Norton Antivirus Corp.	Run from Server
Cyber Patrol Web Filtering	Run from Server
Student Information System	Rediker Administrator Plus
Phone System & Voicemail	Nortel
Electrical Capacity	Meets Standards

### **Future Technology Needs**

White Pine Academy has an established computer lab with current software. White Pine Academy continues to use free office software such as OpenOffice in the technology lab. This software is readily available to everyone and eliminates the need to upgrade to the most recent Microsoft Office applications when they become available.

White Pine Academy is in the process of establishing wireless access points throughout the building to provide wireless internet access in all classrooms. White Pine Academy will need to seek reliable and faster internet service to take advantage of the new wireless capabilities. In the future we would like to look at implementing tablets into our educational instruction. In order to do this we will need to secure funding through grants or other fundraising activities. White Pine Academy would like to pilot a staff training program on implementing tablets into instruction before rolling out the program to the school as a whole.

In the future we will also need to continue to upgrade and update all school computers.

### **Communications/Public Relations**

The Administration, within the Annual Report, will communicate the progress of the implementation of this Technology Plan to the Board, parents and community. The Technology Plan is a part of the Annual Education Report and will be presented at the Annual Report meeting in August. The Administrator will pursue community contacts, sponsors and advisors to assist WPA with the growth and development of our Informational Technology programs. The Technology Plan has been placed on the WPA website for public information at

[www.whitepineacademy.com](http://www.whitepineacademy.com). The Technology Plan will be reviewed and administered by the Technology Plan Committee throughout the year for each year of the plan. As a K-8 school, we do not offer adult literacy, Adult Education, ESL or GED program, so our technology program is designed to meet the IT requirements of an elementary school population as we prepare them for transition into high school.

## **WHITE PINE ACADEMY**

### ***Acceptable Use Agreement for Students:***

Computers, Internet access, and other information technologies have become an indispensable part of the modern learning community. It is our goal as a school to provide every student with access to these tools. Access to the network is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians read, accept and sign the following rules for acceptable use.

1. Users of the computer network will maintain high standards of ethical conduct while using the system. This means that users are not to engage in any behavior that brings embarrassment, harm, or otherwise detracts from the good reputation of White Pine Academy, its staff, and its students.

The following are **NOT** permitted

- a) sending or displaying offensive messages or pictures
- b) using obscene language
- c) harassing, insulting or attacking others
- d) damaging computers, computer systems or computer networks
- e) violating copyright laws
- f) using someone else's password
- g) trespassing into another's folder, work or files
- h) intentionally wasting limited resources, including chain letters and other broadcast messages to multiple users, downloading games and copyrighted materials
- i) using the network for commercial purposes
- j) disclosing personal information about yourself or others without express written consent from your instructor

1. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
2. Users will agree not to meet with someone they have met on line without their parent's approval and participation.
3. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

- k) use of Internet e-mail or chat rooms without direct consent and supervision of a teacher or qualified instructor.

2. It is expected that users will limit their use of the computer network to the educational objectives established by their teachers.

3. White Pine Academy will periodically review and monitor computer files stored on the school computers, and will edit or remove any material which the staff, in its sole discretion, believes may be inappropriate. Access to and review of computer files is not limited to probable cause or reasonable suspicion. If a written complaint is received, the administration reserves the right to review suspected personal files on the network to determine if a breach in ethical conduct has occurred. Privacy is not implied nor should it be expected.

4. The privilege of using the computer network may be revoked at any time for inappropriate use. The administration and staff of White Pine Academy will be the sole determiners of what constitutes inappropriate behavior.

5. Security on any computer system is a high priority, especially any system that has many users and/or Internet access. A user shall not let others use his or her account or password, as he or she is responsible for all actions related to his or her account. Users must let the staff know immediately if their password is lost or stolen or if they think someone has access to their account.

**I have read the rules for acceptable computer use and on-line behavior. I understand the rules and agree to comply with the rules as stated. Should I violate the rules I understand that I may lose network privileges at my school and be subject to other disciplinary or legal action. I understand and agree that I have no expectation of privacy related to my use of White Pine Academy computers and computer network.**

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**Student's Signature**

**Date**

**As the parent or guardian of this student, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes and I grant permission for the above student to access networked computer services and the Internet. I understand that some materials on the Internet may be objectionable even though blocking software is installed. I accept responsibility for providing guidance to my student on Internet use, both inside and outside of the school setting. I will convey the standard for my student to follow when selecting, sharing or exploring information and media.**

**I understand and agree that my student has no expectation of privacy related to his or her use of White Pine Academy computers and computer network.**

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**Parent or Guardian Signature**

**Date**