

Technology Plan For



School, Family and Community, Hand In Hand Doing What Is Best For All Kids

Farwell Area Schools

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Superintendent: **David Peterson**
Technology Plan Start Date: **July 1, 2008**

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Technology Plan End Date: **June 30, 2011**

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URL of District Educational Technology Plan:
<http://www.farwellschools.net/reportspolicies/Tech Plan 2008.pdf>
Revised: May 20, 2008

Farwell Area Schools Mission Statement:

THE MISSION OF FARWELL AREA SCHOOLS IS TO PROVIDE AN APPROPRIATE EDUCATIONAL PROGRAM AND LEARNING ENVIRONMENT WHICH WILL EFFECTIBELY MEET THE EDUCATIONAL NEEDS OF ITS STUDENTS AND HELP THEM ACCOMPLISH SIGNIFICANT EDUCATIONAL GOALS.

Introduction:

Farwell Area Schools, a rural district in Mid-Michigan, is in the final stages of completing the work for the bond that passed in 2005. A new gymnasium and Cafetorium has been built to join the existing High and Middle Schools. The bond also provided two new Kindergarten classrooms as well as updated Middle and High science labs along with other needed updates. Technology was also part of that update with some updates done to the infrastructure that now provides data being passed in a well-organized fashion. During the 2007-2008 school year, the Elementary completed a grant that refurnished the library and added a library automation system.

Farwell has a graduation rate of 89.1% and a drop-rate of 2.44% in the 2005-2006 school year. In 2005-2006 school year Farwell had spent an average of \$7,863 per student. That is the last school year that data was available. According to our official Fall 2007 pupil count, Farwell Area Schools contained 565 students in the elementary school (K-4th grade), 485 students in the middle school (5th – 8th grades), and 435 students in the high school (9th – 12th grades). Additionally, Timberland, an alternative high school, serves 47 students totaling to 1532 students in the district with 84 teachers. According to 2006 data, Farwell's student body was primarily white (95.9%).

Farwell is an economically underprivileged area with a combined free and reduced lunch count of 59.8%. According to the 2006 American Community Survey, 41.9% of its adult population has a high school diploma and 6.1% have a bachelor's degree.

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VISION and GOALS

Vision:

FARWELL AREA SCHOOLS TECHNOLOGY VISION IS TO PROVIDE ALL STUDENTS AND SCHOOL PERSONNEL WITH TRAINING, ACCESS AND ASSISTANCE SO THAT EVERY STUDENT HAS COMPETENCY IN BASIC TECHNOLOGICAL SKILLS AND IS A TECHNOLOGICALLY LITERATE CITIZEN.

Goals:

Farwell Area Schools believe that technology is an integral part of the educational and work experience for their students and staff. Farwell Area Schools technology includes integration with district academic goals and school improvement programs as well as occupational skill standards. We are committed to making technology available to all students and staff and have developed goals for Farwell Area Schools using the following documents: State of Michigan Five Year Technology Plan, National Educational Technology Standards Project, and Michigan Curriculum Framework.

Therefore we have:

1. Developed a plan to evaluate select, purchase, maintain and replace technologies.
2. Developed a plan to integrate new technologies into the K-12 curriculum.
3. Developed a plan for professional development and training so that our staff and students can use technology appropriately and effectively.
4. Developed a plan of community involvement.

Strategies are based in research and integrate technology into curricula and instruction for the purpose of improving student academic achievement and a timeline for this integration as it relates to the district mission and school improvement/strategic plan.

CURRICULUM

A. CURRICULUM INTEGRATION

Farwell Area Schools worked to incorporate concepts and ideas from **state and national standards** to improve student academic achievement. Those resources include: Michigan Curriculum Framework, Michigan Curriculum and Standards, MI CLIMB, Michigan Technology Staffing Guidelines, National Educational Technology Standards for Students, National Standards for Technology in Teacher Preparation, Technology Standards for School Administrators, Instructional Technology Across the Curriculum (ITAC), the Michigan Department of Education Sample Technology Plan Template and the Michigan Career Pathways program.

A-1. Specific Goals

Upon reviewing and working with the above documents Farwell has developed the following goals that are aligned with national standards and are concrete and measurable:

Goal 1

The use of technology will meet the diverse learning needs of our school community...

This will be evidenced by:

- increased individualization of learning
- increased accommodation of different learning styles
- coordination of standardized texts, curriculum and technology
- expanded opportunities for making choices about learning

Goal 2

The use of technology will provide educational and operational efficiencies...

This will be evidenced by:

- a reduction in the time spent recording and processing data
- an increase in time devoted to instruction
- improved information gathering
- improved assessment capabilities
- improved communication capabilities among and between teachers, students, administrators, and parents

Goal 3

The use of technology will produce technologically literate citizens...

This will be evidenced by:

- assessments of student proficiency
- observations of teachers' and administrators' proficiency (see ISTE standards and benchmarks).
- regular, observable application of skills to achieve or complete specific tasks
- successful completion of benchmark demonstrations

Goal 4

The use of technology will be an integrated part of the learning environment...

This will be evidenced by:

- the existence of operational automated resource retrieval systems in each building
- increased use of operational electronic resources in classroom instruction
- operational distance learning capabilities in each building
- operational network connections in each classroom
- benchmark opportunities for every child to demonstrate proficiencies and produce technology-based projects

Goal 5

The application of technology will be evaluated and updated on a continual basis...

This will be evidenced by:

- the creation of a standing technology oversight committee including technology instructors and media specialists from local school districts.
- periodic reports to the superintendent on the implementation of the technology plan
- development of a method of identifying emerging needs
- development of a procedure for maintenance, acquisition, and replacement of technology
- development of a plan for ongoing training and support
- implementation of a system for gathering feedback from all members of the school community

A-2. Strategies

FARWELL AREA SCHOOL students are offered a full K-12 technology curriculum. The curriculum supports technology through basic technology classes and integration into all subject areas of instruction. Integration includes, but is not limited to, the subject areas of math, science, social studies and language arts. Farwell Area School K-12 students are also offered the opportunity to enroll for online/distance learning classes from an accredited university or the Michigan virtual high school program of their choice. This gives students from our extremely rural school district the opportunity to be challenged with convenience and without the expense or schedule conflicts.

A-3. Integration of technology into curricula and instruction

Farwell has developed a district technology team to discuss, survey, and develop appropriate goals for students and staff. This team reviews the processes that identifies appropriate curricula, teaching strategies and professional development that emphasizes technology integration into the core and enrichment subject areas.

B. STUDENT ACHIEVEMENT

B-1 & 2. See Appendix A – Technology Curriculum

B-3. Timeline for Technology Integration

2008-2009

- Evaluate “Owe it to ourselves to have systems up and working all the time.”
- Quarterly District and Building Technology Team Meetings
- Continued Promotion of Parent & Student Access for Grades and Attendance
- Evaluate the need of “EasyCaller”
- Update Parent contact information for Parent Access for Grades and Attendance
- Survey Staff & Community about Technology training needs
- Professional Development before School Starts – Tech Training
- Fall Professional Development Day – Curriculum
- Winter Professional Development Day – Curriculum
- Evaluate Technology Plan

2009-2010

- Evaluate “Owe it to ourselves to have systems up and working all the time.”
- Quarterly District and Building Technology Team Meetings
- Continued Promotion of Parent & Student Access for Grades and Attendance
- Evaluate the need of “EasyCaller”
- Promote Parent Access for Grades and Attendance
- Survey Staff & Community about Technology training needs
- Professional Development before School Starts – Tech Training
- Fall Professional Development Day – Curriculum
- Winter Professional Development Day – Curriculum
- Evaluate Technology Plan

2010-2011

- Evaluate “Owe it to ourselves to have systems up and working all the time.”
- Quarterly District and Building Technology Team Meetings
- Continued Promotion of Parent & Student Access for Grades and Attendance
- Evaluate the need of “EasyCaller”
- Promote Parent Access for Grades and Attendance
- Survey Staff & Community about Technology training needs
- Professional Development before School Starts – Tech Training
- Fall Professional Development Day – Curriculum
- Winter Professional Development Day – Curriculum
- Evaluate Technology Plan

C. TECHNOLOGY DELIVERY

Farwell Area School high school students are offered the opportunity to enroll in **online/distance learning classes** from an accredited university or the Michigan virtual high school program of their choice. This gives students from our extremely rural school district the opportunity to be challenged with convenience and without the expense or schedule conflicts. Farwell Area Schools has entered into contracts that provide high speed Internet,

interactive video, video streaming, on-line courses, and/or other appropriate technologies for distance learning. Teachers and students utilize such web locations as “United Streaming.” They use video segments, tutorials, and interactive video for enhancing curriculums and student learning activities. Professional development will continue to increase the utilization of these technologies.

D. PARENTAL COMMUNICATIONS & COMMUNITY RELATIONS

D-1. Farwell Area Schools operates a web site at <http://www.farwellschools.net/>. This site is used as an information tool to the community, staff and students with links to appropriate educational material. In addition, it provides links to the technology plan, web sites for the elementary school, middle school, high school, band, and library web pages. These pages all have links that include links for parents to use. A link to our student information system is also provided on this webpage. Parents were given their login information at the beginning of the year where they view their students’ current grades and attendance record.

D-2. The school’s webpage is continually being updated with information that includes areas for building and district-wide events and special interest items. Additionally, effort will be placed on extending the community’s knowledge about the school district’s websites and changes made. Parental, staff and community meetings will also be used to distribute school district/community information.

D-3. Through the parent access program, the school district has become aware of various parents who are technology literate as well as others that are interested in improving technology for Farwell’s student body. They will be contacted to review this document and to assist in the evaluation process of technology in Farwell Area Schools.

E. COLLABORATION

E-1&2. Farwell students and adults will have the opportunity for exploration, evaluation, and use of technology to work independently and cooperatively to solve problems and to take responsibility for their own learning at Farwell Area Schools. The community, student, and adult population will acquire, analyze, and organize information to improve student performance and raise test scores. Students and adults will learn to communicate effectively and learn to assume leadership roles. Resources, such as software, Internet connections, and card catalog will be shared.

Farwell Area Schools has provided training to their staff in the use of computers systems and software applications. We also work with individual community members who request tutoring and resume help. Farwell Area High School hosts an annual Career Fair that provides opportunities using technology.

Farwell Area Schools has participated in many programs that involved collaboration with other agencies for technology and technology training resources. Some of those agencies include: Senior Citizen Training through a grant received from our local career preparation

program at Clare-Gladwin Regional Education Service Center, Clare-Gladwin Regional Education Service District and Gratiot-Isabella Regional Education Service District.

Farwell Area Schools will be offering basic computer literacy courses. These courses will be publicized through community agencies including adult literacy groups. In addition community members would be able to access outreach programs, grading and attendance information of their students through any Internet-connected computer by visiting the school district's website.

Time line for Collaboration with Adult Literacy Agencies	
Fall 2009	Re-Develop List of Adult Literacy Groups
	Create Survey for Needs
Spring 2010	Contact Groups and Survey Needs
	Compile Survey Results
	Report Needs to Groups
	Report Possible Solutions
Fall 2010	Implement Solutions
	Be Included in Groups Information Dissemination System
2011	Rotate through above sequence each year

PROFESSIONAL DEVELOPMENT

F. PROFESSIONAL DEVELOPMENT

(Links to various state and national standards web sites can be found at <http://techplan.org>)

** Required by NCLB Legislation and the FCC E-rate program.

Staff will be provided with a “check-off” survey that will give an indication of needed skills and degree of awareness, technology components available, and the location of those components. The technology team will periodically review the check out calendars to access the use of available technologies. Building study teams will be used to integrate additional professional development as needed.

Timeline for Implementation of Professional Development	
Fall 2008	<ul style="list-style-type: none"> ❑ Survey Staff ❑ General Technology Use Training ❑ Assess needed Skyward (Student Information System) Training
Spring 2009	<ul style="list-style-type: none"> ❑ Provide Teachers and other Staff means to attend Skyward User Group Conference or host Skyward training onsite ❑ Provide follow-up workshops to Technology and/or Skyward ❑ Provide Workshop that Survey Results indicated were necessary for basic skills.
Fall 2010 and Spring 2011	<ul style="list-style-type: none"> ❑ Provide Teachers and other Staff means to attend Skyward User Group Conference or host Skyward training onsite ❑ Provide Intermediate and Advanced skill workshops ❑ Survey staff for skill level and degree of technology integration
Fall 2011	<ul style="list-style-type: none"> ❑ Provide additional workshops and professional development activities based on results of survey, help requests, and observations ❑ Provide Teachers and other Staff means to attend Skyward User Group Conference or host Skyward training onsite

The district technology team has reviewed and used the documents listed at <http://techplan.org> for the creation of a curriculum and professional development plan. They will be involved in team meetings throughout the year focusing each team on the appropriate state and national standards required by teachers, administrators and other relevant educators.

G. SUPPORTING RESOURCES

This document has utilized the School Board **Policies** and Acceptable Use Policy. It has used: ISTE **documents**, regional model school district Technology plans and curriculums, the state's technology plan and previous district technology plans. The technology team and teachers also utilize the REMC 5 **video lending** library WebMax and the United Streaming website. Farwell maintains a **district website** with links to many local, state and national resources. The district takes advantages of the resources that the **ISD, RESA, REMC** offer including the Michigan Electronic Library, OCLC and all of its **online subscriptions**. Some teachers are on advisory committees for the local community college and take advantage of its resources. Many other staff members are enrolled in various **colleges and university** courses that provide a well of resources to Farwell Area Schools. **Other resources** include community members, family, and corporate contacts.

INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT, AND SOFTWARE

H. INFRASTRUCTURE NEEDS/TECHNICAL SPECIFICATION, AND DESIGN

Farwell Area School's **description and current status** provides that all present computers are IBM compatible and use Microsoft Operating Systems. They are networked together on an Ethernet network. Each building is connected by fiber optic cable utilizing gigabit speed switches and has at least one file server each (10 servers total) dedicated to students, administrative/staff services, web services, library services, academic software, and parent access to our student information system. Farwell Area Schools is looking to upgrade its core switch to a 10Gig connection Clare-Gladwin RESD whom we are in consortium with to purchase internet bandwidth. This would allow us to join their Storage Area Network giving us a greater capacity to do other technology within the district. Clare-Gladwin RESD as a consortium purchases a shared 100Mb connection with another RESD. Farwell Area Schools has addressed gig-speed connectivity among the district's three student buildings, (elementary, middle, high schools) providing 100BASE-T network backbone to all classrooms. Each classroom has a computer and Internet as well as access to the school's student and grade database. See the following and **Appendix B** (FarwellNetwork.pdf) for graphic layout.

Basic strategies for ensuring the interoperability of Farwell Area School's technology and phone systems are included with the school improvement plan. The plan and millage has provided technology to additional science labs, gymnasiums, and a cafetorium. Additionally the millage has place a phone in every classroom. The district has implemented a power backup system in each network closet to ensure that our network and phones are up in time of crisis. See **Appendix C** for (District Goals.doc).

Farwell Area Schools **technical support team** includes a Computer Repair Technician and a Systems Administrator contracted with the Clare-Gladwin RESD to provide services on an as-needed basis. The contract with the RESD also includes a Ticketing System in which the user is able to call the receptionist who enters a trouble ticket that is then automatically emailed to the responsible technician. This system stores all the resolutions to the problem that the technician has entered to improve response time in the future for similar problems. In addition to the two full-time technicians, Farwell Area Schools has three Media-Technology specialists to help with minor technical problems, setup of hardware required for technology integration, and assist in the everyday aspects of using technology as a learning tool for both students and teachers.

I. INCREASE ACCESS

Steps that Farwell Area Schools will be taking to ensure all students and teachers have increased access to technology include increasing the wired and wireless connectivity access points for the student lounge areas and classrooms in all school buildings. Additionally the middle school and high school has been working hard to increase the

number of class offerings available to all students. The elementary school is opening their computer lab for teacher sign up with the assistance of a skilled technical support person who will help the classroom teacher with implementation of their technology lessons. These additions provide increased opportunities for close to 60% of our student population who participate in the free or reduced lunch program.

FUNDING AND BUDGET

J. BUDGET AND TIMETABLE

Farwell's budget (Appendix D) and timetable (Appendix C) are included. These two appendices provide a three-year budget and a timeline that indicates when the events are scheduled to occur. Our yearly budget is approximately \$117,000 per year and does not include salaries, benefits or Internet connectivity. These monies are largely used to maintain the technology, both hardware and software, that we currently have as well as a portion that is set aside to replace our computers on a 5 year rotation.

K. COORDINATION OF RESOURCES

Farwell Area Schools has leveraged their money by finding many outside sources. Farwell partners with other area school districts for technical support and services. In addition Farwell utilized the Governor's Teacher Technology Initiative (1999) and won a grant for technology literacy (2001). More recently, the High School in 2004, the Middle School in 2005, and the Elementary in 2006 library received an Alden Dow Foundation grant for remodeling the libraries, adding a library automation system and adding computer workstations. In 2008 the High School received the Dow Grant for putting new technology into their science labs and was awarded \$97,000 for technology in the High School math and science departments. This grant brings a new mobile lab, printer, projectors and Elmo's to the respective classrooms.

MONITORING AND EVALUATION

L. EVALUATION

Farwell Area Schools **evaluation process** includes surveying of staff, community and students. Farwell has area technology coordinators and curriculum experts review network systems and documents. The survey results and reports are tallied and reviewed by the technology committee and responses are sent to administrators, the superintendent, and school board. Future plans include having an independent review of Farwell's technology systems and program.

These **yearly evaluations** will be the responsibility of the **System Administrator**. The System Administrator will be responsible for creating a time line and generating a yearly report of results for the school board in June of each year. The technology committee will review the report and make recommendations for unmet goals and solutions. These improvement recommendations will be sent to the superintendent and the **school board will address the unmet goals**.

Elementary School Goals

- I. Information access and organization is enhanced and facilitated through appropriate use of technology
- II. The design and creation of meaningful products is enhanced and extended through the use of technology.
- III. Communication is enhanced and extended through the use of technology.
- IV. The ethical use of technology is an essential element of responsible citizenship.

Middle School Goals

- V. All students will use and transfer technological knowledge and skills for life roles.
- VI. All students will use technologies to input, retrieve, organize, manipulate, evaluate, and communicate information.
- VII. All students will apply appropriate technologies to critical thinking, creative expression, and decision-making skills.
- VIII. All students will employ a systematic approach to technological solutions by using resources and processes to create, maintain, and improve products systems, and environments.
- IX. All students will apply ethical and legal standards in planning, using and evaluating technology
- X. All students will evaluate the societal and environmental impacts of technology and forecast alternative uses and possible consequences to make informed civic, social, and economic decisions.

High School

- XI. All students will use and transfer technological knowledge and skills for life roles.
- XII. All students will use technologies to input, retrieve, organize, manipulate, evaluate, and communicate information.
- XIII. All students will apply appropriate technologies to critical thinking, creative expression, and decision-making skills.
- XIV. All students will employ a systematic approach to technological solutions by using resources and processes to create, maintain and improve product, systems and environments.
- XV. All students will apply ethical and legal standards in planning, using, and evaluating technology.
- XVI. All students will evaluate the societal and environmental impacts of technology and forecast alternative uses and possible consequences to make informed civic, social and economic decisions.

FARWELL'S ACCEPTABLE USE POLICY

Thanks to the joint project between REMC 5 (Regional Education Media Center Region 5), Central Michigan University's Education Central project and Farwell Area School, Internet access is now available to all students, faculty and staff in Farwell Area Schools. This access is gained by opening an account on our Internet host computer: Merit Network and/or utilizing Farwell Area Schools' computer network. We believe this access will enhance the quality of education in our district by providing vast, diverse and unique resources. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The Internet is an electronic communication system connecting millions of users to millions of resources from all over the world. Anyone connected to this Internet system has the ability to:

- Send and receive electronic messages (email) to and from individuals all across the globe.
- Gather information and news from a variety of sources (like NASA or the US Census Bureau) on variety of topics as well as the opportunity to correspond with the people (like scientists and professors) who staff these agencies and provide data for these facilities.
- Download "public domain" and "shareware" programs of all types.
- Download a variety of graphics (such as weather maps or astronomical images), sounds, or other data.
- Participate in discussion groups on an incredible number and variety of topics.
- Search many libraries and databases (such as the Library of Congress).
- Access resources through the worldwide web.

As mentioned, the Internet is made up of an enormous number of computer systems. Some of these systems may unfortunately contain defamatory, inaccurate, abusive, obscene, threatening, racially offensive, illegal or otherwise inappropriate materials. The Merit Network staff and Farwell Area Schools make every effort to comply with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (N-CIPA). Farwell Area Schools has implemented filtering and blocking technology for all computers with Internet access in Farwell Area Schools. This filter is now in place at the school district level and is meant to block/filter the following: depictions of obscenity, child pornography and material harmful to minors. Some industrious, curious, or determined individual may discover some controversial materials on his or her own. At Merit Network and Farwell Area Schools we regret this possibility, but firmly believe that it is not possible to control access to this material without negating the value of connecting to the Internet in the first place. It is therefore expected that each individual will accept responsibility for his or her actions on the Internet.

Internet access is coordinated through a complex association of governmental agencies and regional and statewide networks. In addition, the smooth operation of the network relies upon the proper conduct of all its users, who must adhere to strict guidelines. These guidelines are provided here (in the Terms and Conditions section) so that you are aware of the responsibilities you are about to acquire. **In general, this requires efficient, ethical and legal utilization of network resources. If a Merit Network and Farwell Area Schools Computer Network user violates any of these provisions, his or her account is subject to immediate termination and future access could possibly be denied. The signature(s) at**

the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read this Acceptable Use Policy carefully and understand(s) their significance.

Terms and Conditions

Users of Merit Network and Farwell Area Schools Computer Network agree to the Terms and Conditions set forth in this document. Moreover, users agree that access to **Merit Network and Farwell Area Schools Computer Network is a privilege rather than a right** and that they will abide by the decisions and instructions of the Merit Network and Farwell Area Schools system administrators with regard to usage of the system. Many of these Terms and Conditions are specific, non-exclusive examples of miss-use of the system. Generally, users agree to engage in activities, which are legal, ethical and non-disruptive to others. Specifically, they agree to the following:

Appropriate Use

The use of Merit Network and Farwell Area Schools Computer Network must be in support of education and research and be consistent with the educational objective of the user's local school district. Merit Network is a curriculum tool, designed to meet the local school district's educational needs. Any activity, which fosters that purpose, is encouraged. Any activity, which doesn't, is discouraged or in some cases, prohibited. The use of any other organization's network and/or computing resources through Merit Network and Farwell Area Schools Computer Network must also comply with the rules and policies appropriate to that network. Use for commercial activities is prohibited. Any services accessed which require a monetary charge or financial commitment shall be the responsibility of the individual user. Use of the system for games is prohibited unless specifically authorized by a teacher. Users are expected to maintain their electronic mailboxes and work areas regularly and to keep their data within the limits imposed by the Merit Network and Farwell Area Schools computer system administrators. Be thoughtful in your use of the various public topics on this system: keep the subject of your message within the guidelines for the area.

Network Etiquette

You are expected to abide by the generally accepted rules of computer network etiquette. At the present time, these include (but are not limited to) the following:

- Be polite. Do not be abusive in your messages to others. Treat others fairly.
- Use appropriate language. Do not swear or use vulgar, obscene, or inappropriate language. Do not use sound-alike words in place of profanity.
- All communications deemed illegal by any federal, state or local ordinances are strictly forbidden. Discussions deemed illegal would be turned over to the appropriate authorities.
- Do not contact organizations of questionable intent or provide address of students or staff to such organizations.
- Chat room use is not allowed.
- Do not use or access other mail systems other than the system designated by Farwell Area Schools.
- Do not reveal the personal address and/or phone number of any user(s). If you want to publish your own personal address and/or phone number, you must first have your parent's permission.
- **Your electronic mail is not private.** People who operate the system have access to all electronic mail. Messages relating to or in support of illegal activities will be reported to the proper authorities.

- Do not use the network in such a way that you would disrupt the use of the network by other users (i.e. Peer to peer sharing, downloading music files, videos or games, etc.) The system operators have complete discretion regarding any violation of this standard.
- As the rules and guidelines for Network Etiquette change and evolve, users are responsible for understanding and abiding by those generally accepted rules of the Internet.
- Do not download any programs without direct teacher approval.

Copyrighted Material

Copyrighted material must not be placed on any system connected to Merit Network and Farwell Area Schools Computer Network without the permission of the copyright holder. Users may download copyrighted material for their own use only with the expressed permission of the owner or authorized person.

Public Domain Material

Any user may download public domain programs for his/her own use or non-commercially redistribute public domain programs or data. Users assume all risks regarding the determination of whether a program is in the public domain.

Privileges

The use of Merit Network and Farwell Area Schools Computer Network **is a privilege, not a right**, and inappropriate use may result in cancellation of those privileges.

Security and Behavior

Security on any networked computer system is critical, especially when the system involves a variety of users. If you can identify a security problem, notify the Merit Network or Farwell Area Schools Computer Network system administrators immediately. Do not demonstrate the problem to any users except as directed by the Merit Network or Farwell Area Schools Computer Network system administrators. Do not attempt to gain security codes, passwords, or other private information regarding another user or system. **Do not share your security codes or passwords with anyone. Moreover, you shall not use another individual's account, nor shall you allow another person to use your account.** Your Merit Network and Farwell Area Schools computer network account is for your personal use only; it is not a shared account for your family or organization. You are completely responsible for the actions taken with your Merit Network and Farwell Area Schools' computer network account, whether by you or someone else. Therefore, keep your password a secret and change it often – especially if you think someone may know it. You are not to misrepresent yourself on the system in any way. Do not claim to be someone you are not. Any action by any user that is deemed by the Merit Network and Farwell Area Schools Computer Network system administrators to be a threat to the integrity of system will result in the loss of all privileges.

Vandalism

Vandalism will result in the cancellation of all system privileges. Vandalism is defined as any attempt to harm, destroy, or disrupt the operation of the hardware, software, or the data of any other user on this system or any other system. This includes, but is not limited to, the uploading, creation, or knowing transmission or computer viruses.

Warranty

While Merit Network and Farwell Area Schools Computer Network makes every effort to maintain an error free system, it makes absolutely no warranties of any kind, neither expressed not implied, for the services it is providing. Merit Network and Farwell Area Schools Computer Network will not be responsible for any damages suffered or caused by

any user. This includes, but is not limited to, any loss of data by any means. Any and all use of any of the information obtained via the Internet or Merit Network and Farwell Area Schools Computer Network is at the user's own risk. Merit Network and Farwell Area Schools Computer Network specifically denies any responsibility for the accuracy and/or quality of any information obtained through its Internet services. The user (or parent/guardian, if applicable) agrees to indemnify and hold harmless Merit Network and Farwell Area Schools Computer Network and its sponsors, including but not limited to their individual board members, agents, or employees from and against any claim, lawsuit, cause of action, damage judgment, or administrative complaint arising out of the use of Merit Network and Farwell Area Schools Computer Network hardware, software, and/or network facilities under this agreement.

Termination of account

A user may terminate his/her account on Merit Network and Farwell Area Schools Computer Network by contacting their Merit Network and Farwell Area Schools Computer Network representative or the Merit Network registration office. The system administrators reserve the right, at their sole discretion, to suspend or terminate a user's access to and use of Merit Network and Farwell Area Schools Computer Network upon any breach of the Acceptable Use Policy by the user.

Enforcement provisions

While the system administrators make every effort to maintain and respect user's privacy, it may become necessary to monitor any or all activity on Merit Network and Farwell Area Schools Computer Network to inspect any files, including electronic mail, stored on the system. **All activity is monitored.**

Discipline

Violations of this Acceptable Use Policy will be turned over to Farwell Area School District administrators for disciplinary action. The Building Administrators will determine the status of the user's Merit Network and Farwell Area Schools Computer Network account.

Violations of Computer Acceptable Use Policy

1st Offense - Choice Room referral and loss of computer/internet privileges for 2 weeks.

2nd Offense - Choice Room referral and loss of computer/internet privileges for 6 weeks.

3rd Offense - Loss of computer/internet privileges for remainder of high school career.

Note: These offenses are cumulative throughout a student's high school career. Any vandalism to a school computer will be addressed through the student handbook and a Level II offense.

The following list of dos and don'ts should help you to better understand your responsibilities:

- DO NOT tell anyone your password.
- DO NOT let anyone else use your account – this includes your family, friends - everyone. You will be held responsible for actions taken with your account.
- DO NOT access Chat Rooms.
- DO NOT send or forward chain mail or unsolicited advertising.

- DO NOT swear or use language that is intended, through context or spelling, to represent a curse word. For example, if “fissle” were a curse word, then “fi\$\$le”, “phizzle” and “f!ssle” would be unacceptable.
- DO NOT threaten another person.
- DO NOT make links on your web page to inappropriate sites.
- DO NOT make commercial software available from your web page without permission of the copyright holder.
- DO change your password often.
- DO select good passwords (help is provided on-line).
- DO notify the system administrators when you receive chain mail or unsolicited advertising.
- DO treat other people with respect.