



**Kalamazoo Country Day School
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Member of KRESA, REMC12**

**Mrs. Sheila Bridenstine
Director**

**Technology Plan
Effective December 2007- June 2010**

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**You may view the tech plan online @
www.kalamazoocountryday.org/files/tech%20Plan%202010.pdf**

Kalamazoo Country Day School Technology Plan December 2009-June 2013

Kalamazoo Country Day School Mission Statement

"Kalamazoo Country Day School, an independent school, provides a supportive, challenging and creative academic environment for talented, motivated students to prepare them for lifelong achievement."

Kalamazoo Country Day School is a private, secular school serving approximately 130 students in grades K-8 and approximately another 30 in the preschool. The school is housed within one building. There are currently 19 teachers. Accredited by the Independent Schools Association of the Central States (ISACS) since 1990, it is the only accredited private school in southwestern Michigan. ISACS is an independent body that reviews the school's mission and goals and its ability to meet academic and operational standards. Kalamazoo Country Day School operates as a nonprofit organization and is governed by a Board of Trustees.

Technology Committee 2009

Sheila Bridenstine, Director
Kathy Willhite, Librarian
Angela Kava, Teacher
Doni Kramer, Teacher
Kristel Davis, Preschool Teacher
Dave Mattison, Technology Coordinator
A.J. Ghosh, Board of Trustee Vice President
Mark Chadwick, Board Trustee

School technology vision/mission statement:

Kalamazoo Country Day School provides an environment where current and emerging technologies are integrated into all facets of teaching and learning.

How the technology plan ties in with the district mission and school improvement plan:

Technology goal from the KCDS strategic plan: *"To effectively use technology at Kalamazoo Country Day School to meet the needs of our students and staff, maximize resources and assist the school in accomplishing its mission."*

Use of technology allows us to better equip students for lifelong achievement.

Major goals of the technology plan:

- ◆ Maximize use of existing software and hardware by continuing and expanding the use of technology in all aspects of the curriculum.
- ◆ Investigate and evaluate emerging technologies and implement those which enhance the curriculum or improve service to the community.
- ◆ Provide staff and students with the support and training they need to utilize current and future resources.
- ◆ Plan for maintenance, upgrade or replacement of hardware, software and other miscellaneous equipment as appropriate.

Goals for students and teachers

- ◆ Develop students' proficiency in the use of technology to facilitate classroom application and personal use.
- ◆ Advance knowledge of teachers in the use of technologies as they relate to teaching, learning, or personal development.
- ◆ Guide teachers into increased integration of technology into classroom curriculum.

Infrastructure

Technology has been a part of the curriculum at Kalamazoo Country Day School since 1995, and all classrooms are currently equipped with computers for teacher use. All classrooms have internet access and can print to networked laser and inkjet printers. The school owns a 21-station computer lab, which is used for regular, weekly computer classes for all students in grades K-8 and the two older preschool classes. It is also available for drop-in use by individuals and classes when scheduling is possible. A laptop cart of 24 units is housed in the Middle School and can be accessed by all teachers. The school currently has one Novell server, which is used for the network operating system, file and print services, GroupWise email for the staff, firewall, Follett Library software, and other miscellaneous applications. The Kalamazoo Country Day School web site is currently housed on a server at BlueHost.com. Internet connectivity is through a DSL line. Phone service comes into the school via six different lines which are accessed in various locations throughout the building. Phones are located in the office, library, teachers' lounge and in each classroom.

The focus of the Kalamazoo Country Day School technology plan over the next three years is two-fold: (1) to discover and acquire newer technologies and (2) continue with professional development and training for the faculty to ensure that these resources are used to supplement or enhance the unique curriculum developed at Kalamazoo

Country Day School. The current number of computers in the school will be maintained, with older equipment being replaced according to the equipment replacement plan discussed in more detail later in this document. Some additional peripheral devices, (such as digital cameras or microscopes) may be purchased when required to support instructional activities as funds become available.

Network software (NetWare, GroupWise, BorderManager, Etrust Antivirus and ArcserveIT) will continue to be kept current with patches and service packs. Network licensing is maintained through the Novell Educational Licensing Program which is renewed on an annual basis. Sonic Wall filtering software is used for internet safety. All computers on the network are currently equipped with Windows Microsoft Office, internet browsers, GroupWise, and NetWare client software. Miscellaneous other application software is available in the computer lab and in individual classrooms. Software is purchased for individual classrooms upon request of the teacher, after evaluating the software for compatibility with the network operating system and other installed software. The software is paid for from classroom budgets or the technology budget if it will be used by multiple classrooms. The library currently uses Follett Circ+ Catalog+ and Alliance+ software. This is maintained and upgraded annually through an annual support agreement which is paid by the library's budget.

The phone system at Kalamazoo Country Day School provides access to six phone lines from telephones located in the offices, teacher's lounge, library, and classrooms. Each faculty member has voice mail. The phone system also works as an intercom.

Student records, report cards, attendance, etc. are currently being handled either with applications software adapted in house for the purpose, or with paper records. Report cards are created using Microsoft Access. Official records are printed and stored in the office and the files are saved in a server directory. Attendance is taken by the classroom teachers and also recorded on the students' report cards. Parents' access to grades and progress for Kindergarten through Fifth grade is handled with written progress reports sent home at regular intervals. Grades for Sixth through Eighth grade students are available through an online grade book (TeacherEase) which allows parents to access their child's grades at any time. All teachers also use email to communicate with parents.

It is the intent of the school to keep all technology resources as current as possible, and to make use of new products and services as they become available. Toward this purpose, an upgrade and replacement plan has been developed, including:

- ◆ Maintain existing workstations at the level where they are currently until they are retired.
- ◆ Replace laser printers and inkjet printers as they fail.
- ◆ Evaluate all servers and network hardware every year after they are out of warranty to determine their suitability and reliability for continued use.
- ◆ Apply all patches and service packs to network software as they become available.
- ◆ Evaluate upgrades to application software, and purchase those which will give software added functionality or increased length of usefulness.
- ◆ Evaluate other technology related items (digital cameras, scanners, data projectors, etc.) every year to determine their operability and usefulness. Replace these items as they fail, if it has been determined that they are receiving use by teachers and students.

Curriculum Integration Plan

Computer technology is a formal part of every K-8 student's instruction at Kalamazoo Country Day School. These students receive direct instruction in computer skills in classes conducted weekly in the school's computer lab. The skills learned in computer class are applied to the classroom curriculum as appropriate. The goal is that all students will leave Kalamazoo Country Day School as competent users of technology, particularly in the areas of creation and use of databases, keyboarding, creation of multimedia presentations, creation of spreadsheets evolving into graphs and charts, general word processing and responsible internet use and safety. Through Middle School electives, students have the opportunity to explore computer programming, digital storytelling, digital photography, yearbook creation and other emerging applications. At all grade levels, teachers use email for communication with parents. All teachers have their own web pages, and the middle school homework assignments are posted on the internet. Following is a short overview at each grade level of current and projected inclusion of technology into the curriculum. At all grade levels, new activities will be added as necessary to ensure that students' technology skills meet or exceed the National Educational Technology Standards for Students, as developed by the International Society for Technology in Education. Faculty will be surveyed at the end of each school year to determine training needs. Training will be provided through professional development workshops.

Preschool

At least one computer is available for student use in each preschool classroom. Students use an assortment of software to reinforce number and letter recognition skills, as well as to encourage creative thinking. One preschool room also uses LeapPads to help develop reading skills. Preschool teachers continue to evaluate software and add to this collection as they find titles appropriate for their curriculum. Preschool teachers also use email for communications with parents, and all preschool rooms have a web page to highlight classroom activities. Digital cameras are used to record classroom activities, for parent communication and portfolios. Teachers also use the internet as a resource for building lesson plans and communicating with other Pre-K education professionals. Starting with the 2009-2010 school year, the two older preschool classes are attending computer class in the computer lab once a week. Lessons involve use of websites focusing on phonics and basic math skills. Students also learn basic letter and number recognition via a keyboard.

Kindergarten

Currently, students in Kindergarten learn to appropriately handle a keyboard and mouse. They also learn keyboard recognition, as well as how to type upper and lower case letters. This instruction is then used to reinforce the letter recognition skills they are learning in the classroom. In addition, students learn how to move objects on the

computer screen, and use this skill to sort and arrange words and objects taken from their classroom lessons. They use a draw and paint program to produce pictures relating to classroom themes. In the classroom, software relating to subjects and skills being taught is used to supplement the existing educational resources available. Students compose stories and poems using word processing programs. The teacher uses the internet as a resource in both planning and collaborating with other teachers, and to communicate with parents via email. The Kindergarten teacher saves students' work electronically, using a scanner, digital camera and video camcorder, with the goal of producing a portfolio CD for each student.

Grade 1

First Graders begin to learn the basics of word processing on the computer, just as they learn the basics of writing in the classroom. They learn to type complete words and sentences on the computer, just as they are learning to write them. They continue to progress with draw and paint skills, and learn to add text to a drawing--using the correct sentence structure stressed in the classroom. They learn to move and edit text, and use this skill to classify and organize words learned in the classroom. Classroom software is used to reinforce basic skills. Students are also introduced to the internet, do some simple research, and learn to use the OPAC library software.

Grade 2

Second Grade students continue to learn word processing skills, including changing font and size, and save their work to the network. These skills are applied to language arts projects from the classroom. They are introduced to graphics and clip art, which can be applied to classroom projects. They continue to use the OPAC within the library. A Smart Board, data projector and laptop were added to the classroom in 2008.

Grade 3

Third grade students continue to learn word processing and use it to produce required projects for the classroom. They also learn to create a PowerPoint presentation and begin formal typing lessons using Type to Learn. In addition, third grade students interact with the internet through teacher-generated hotlists and web quests. A Smart Board, data projector and laptop were added to the classroom in 2006.

Grade 4

Students in grade four focus on keyboarding and continue using the Type to Learn software. They apply their keyboarding skills in class work- producing stories, poems and reports. Internet resources are used to supplement the materials available in the school for research. Fourth graders also use PowerPoint to present reports and projects. A Smart Board, data projector and laptop were added to the classroom in 2007.

Grade 5

Fifth graders continue to review and practice word-processing skills and keyboarding, and to apply these skills to reports and projects done in the classroom. They also learn more about incorporating graphics into word-processing documents in preparation for the assignments they will be doing in Middle School. Students are introduced to Excel spreadsheets to prepare them for Middle School. They use internet

resources for their research. Students also continue to use PowerPoint to create presentations. A data projector has been added to the classroom. A Smart Board was added in 2008.

Middle School

Most major projects assigned at the middle school level need to be completed on the computer. Word processing is required on reports. Spreadsheets and graphs are used on science projects and in math lessons. Students continue to receive computer classes that teach basic computer skills, but many of these other projects must be done at home or in the lab. Middle School students learn about the appropriate use of the internet, and how to evaluate and credit materials found there. These skills are incorporated into the annual research project. Individual teachers also use software particular to their curriculum, such as the AWS Weather software in science. Middle School Students are required to take one advanced computer elective within the three years. Advanced computer electives are offered each year. Yearbook is offered annually. The Middle School houses a laptop cart of 24 units that are used by the Middle Schoolers and any other teacher and their class. The Science Lab has 5 laptops which are used for labs, data analysis and research. All three Middle School classrooms have a Smart Board and data projector.

Spanish

In the Spanish program, word processing is used on many assignments, and students use the internet for research, particularly at the middle school level. In-class presentations are recorded using the video camera, and a large number of projects and photos of special activities are displayed on the Spanish page of the web site. Data projector was installed in 2008.

Physical Education

Heart monitors were purchased and are available for use within the physical education program. They are currently under utilized as they have been difficult to attach to students' bodies. A CD player is used during classes to encourage student movement/participation while the music is playing. A large screen and data projector are available for use on the stage as needed for assemblies and other activities.

Art

Uses of technology in the art program include using the internet to view art and research information about artists. Currently most of this usage is done by the teacher. A data projector is available in the classroom.

Music

Students in music classes use the internet for research on various types of music and musicians. Special software is used to modify songs used for performances and also to record from non-digital media (record player) to digital media (CD-ROM). Pitch software is being used for self analysis of singing and similar software is used by the instrumental teacher. A future goal of the music teacher is to teach students to compose music on a computer. A data projector is available for use in the classroom.

Library

The library collection is managed using the Follett Library Software package; use of the OPAC (Online Public Access Catalog) is taught to students as early as the first grade. Both internet access and a collection of reference CD-ROMs are available in the library. The resources of the Michigan Electronic Library (MeL) databases and resources obtained electronically from other libraries using Ariel software are available to students through the library's participation in the Southwest Michigan Library Cooperative. Spreadsheet software is used by the librarian for budget purposes, and she participates via the internet in multiple professional list serves for the exchange of ideas and information.. The library has a pull down screen and data projector for classroom instruction and meeting presentations.

At each phase in the plan, curriculum will be reviewed and revised as warranted. Individual teachers at any time may request special-application hardware or software to supplement their curriculum. Teacher training will be provided for new hardware and software acquired, as well as for existing applications, either from within the KCDS staff or, when necessary, from an outside source.

The internet is used extensively for research in the middle school. In the lower grades internet research is conducted through teacher led activities.

Collaborations

Kalamazoo Country Day School's computer and other technical resources are available to students and their families outside of regular school hours (generally after school) by appointment. The school's technology resources are also available to, and used by, various parent groups within the school, including the Parents' Association and the Auction Committee. All school-related groups have webpage access to aid in accomplishing their goals and improving their service to the school community.

Kalamazoo Country Day School will continue to use its web site to communicate with the school community and also with the public. More information and resources will be added to the web pages as the need for them arises. The school web site currently includes school information, classroom pages, school activities, contact information, Parents' Association information, and general information about the Board of Trustees.

Kalamazoo Country Day School is a private Pre-K through eighth grade school and does not provide services to adult learners. Therefore, there is no collaboration with any adult literary service providers.

Kalamazoo Country Day recognizes the importance of individualized instruction. Any necessary adaptive technology needed for individuals with learning or physical differences will be identified and used as necessary. Purchasing, borrowing or other means needed to supply the identified technologies will be used.

Professional Development

All faculty and staff at Kalamazoo Country Day School will receive the training and support they need to complete the technology related tasks expected at their position. These tasks include working on a network with shared and personal directories, using email for internal and external communication, creating and updating a classroom web page, using digital photography and scanning devices to document classroom activities, using educational resources on the internet, the library online catalog, and mapping classroom curriculum using a web-based utility. To provide training in these areas, the Technology Coordinator will work with faculty/staff individually, in small groups, or as a whole. This training will be presented at summer workshops, faculty meetings, or by appointment. For areas in which the Technology Coordinator is unable to provide training, an instructor will be contracted.

Faculty that desire to develop technology related skills above and beyond what the school requires may attend workshops during the school year or over the summer. The fees for these workshops may be paid in part or in whole by the school as funds are available. The Technology Coordinator will also assist faculty members in learning these skills or in acquiring pedagogical materials.

During each school year, the technology committee will identify the technology benchmarks that should be achieved for both staff and students to ensure that they are competent users of technology and are functioning at the level of the national standards (as published by the International Society for Technology in Education). Staff and students will be evaluated to determine their level of performance, and identify needs for future training. Staff will also be surveyed at the end of each school year to determine topics for training and make requests for additional software, hardware or other items to complete the intended plans.

Technical Support

Much of the equipment in use at Kalamazoo Country Day School is not currently under warranty. Near future plans will remedy the situation. The Technology Coordinator is trained in both workstation and network support, and will handle network administration, end-user support, and support of both hardware and software issues on products not eligible for warranty service. On issues beyond the abilities of the Technology Coordinator, a commercial vendor will be hired and paid per job handled. Because of the limited amount of commercial support required up until this time, no service agreement has been established with any vendor. This will be reviewed each time the technology plan is updated, and should the need for commercial support increase, a service agreement may be purchased at a future date.

As outlined earlier in this document, a replacement and upgrade plan for hardware, software, peripherals and other devices has been designed, to ensure that hardware and software are kept current and usable with newer technologies, and other devices are replaced as needed.

Faculty has utilized resources such as Western Michigan University, Kalamazoo Valley Community College, Michigan Virtual University, the Southwest Michigan Library Cooperative, New Horizons and Novell and Microsoft authorized training centers for technical training, and will continue to do so. Faculty is also encouraged to attend conferences and workshops for technical training as they may become available. As new technologies are introduced to the school, support options for them will be examined and the appropriate ones will be implemented.

Supporting Resources

Documentation, manuals and other support materials are maintained in the computer lab. These are available to faculty and staff to check out, and to students to use on the premises. When equipment or software comes with a training video, these are also maintained in the computer lab and made available to staff and students. Technology resources are inventoried annually, so that old support materials can be discarded when they are no longer needed. The internet provides access to vendor websites where documentation and support for both software and hardware can be obtained.

With respect to curriculum integration of technology, some print resources including books and periodicals are currently available in the library, and these will continue to be updated as new materials become available. If requests are made by faculty for other resources that they have become aware of, these will be evaluated and purchased if they are consistent with the goals of the technology plan and the funding is available.

Timetable

2009-2010 School Year

- ❖ Finalize curriculum maps for all curricular areas including specials.
- ❖ Continue faculty development of Smart boards and other mini-workshops as interest or need arises.
- ❖ Evaluate new technology related activities implemented by the faculty during this school year. Revise as necessary.
- ❖ Revise status of website, including faculty pages.
- ❖ Deploy upgraded all-school wireless.
- ❖ Survey teachers at year-end about the activities planned for the following

school year, in order to arrange training.

- ❖ Replace server involving conversion to Microsoft operating system, new backup system to protect school data, updated anti-virus protection software, and upgraded firewall and addition of secure remote access.

2010-2011 School Year

- ❖ Continue faculty development as interest or need arises
- ❖ Evaluate emerging technologies for implementation by the faculty.
- ❖ Survey teachers at year-end regarding activities planned for new technology inclusions for the following school year in order to arrange training.
- ❖ Share technology use ideas or other news at every regularly scheduled staff meeting.
- ❖ Evaluate purchase of STAR Math Assessment software.
- ❖ Replace 75% of current laptop and desktop computers with newer technologies.
- ❖ Purchase web-based library circulation system.

2011-2012 School Year

- ❖ Revise curriculum maps as necessary.
- ❖ Continue faculty development as interest or need arises.
- ❖ Evaluate emerging technologies for implementation by the faculty.
- ❖ Survey teachers at year-end regarding activities planned for new technology inclusions for the following school year in order to arrange training.
- ❖ Implement assigned laptop program for Middle School students.

2012-2013 School Year

- ❖ Revise curriculum maps as necessary.
- ❖ Continue faculty development as interest or need arises.
- ❖ Evaluate emerging technologies for implementation by the faculty.
- ❖ Survey teachers at year-end regarding activities planned for new technology inclusions for the following school year in order to arrange training.

- ❖ Replace remaining 25% of current laptop and desktop computers with newer technologies.

Total Cost

Item	2010-2011 School Year	2011-2012 School Year	2012-2013 School Year
Salary and Benefits (Tech. Coord.)	TBD	TBD	TBD
Hardware and Networking Costs*	\$37,000	\$22,500	\$10,000
Maintenance and Service	\$1700	\$1700	\$1700
License Agreements	\$1100	\$1200	\$1300
Software and Curriculum Support	\$2000	\$2000	\$2000
Professional Development/ Curriculum Integration*	\$2500	\$2500	\$2500
Technical Support	\$1500	\$1500	\$1500
Other*	\$1000	\$1000	\$1000

Unmarked items will be funded through the annual budget. Items marked with an * will be funded through fundraising dollars, or a combination of budget and fundraising dollars.

Coordination of Resources

The largest portion of the technology expenses will be covered by the annual budget, with additional monies coming from fundraising efforts such as the annual benefit auction.

Kalamazoo Country Day School has, in the past, received technology related grants from the Library of Michigan (LSTA federal grants), and will continue to apply for funding from this source as opportunities become available. In addition, faculty is encouraged to apply for other grants (such as MACUL or other private sources) when they have identified a project they wish to submit.

Although many funding sources are available to public school districts most are unavailable to private schools, Kalamazoo Country Day School will continue to search for and participate in programs which may benefit the school and advance technology implementation goals.

Kalamazoo Country Day School Technology Plan Evaluation

Kalamazoo Country Day School's technology plan will be evaluated by the technology committee annually at the close of the school year. Prior to the evaluation, the staff will be surveyed on their understanding and use of technology in teaching, as well as their wants and needs for the next school year. Following completion of the survey, the Technology Committee and the Director will meet to evaluate and revise the technology plan based on the results of the teacher survey and the following criteria:

- ◆ Have the components of the technology plan been implemented as scheduled in the technology plan timetable during the current school year? For any not implemented as scheduled, are these components still appropriate, or do they need to be revised? Specifically:
 - Have the teachers added technology related projects to their curriculum as requested?
 - Have faculty members attended scheduled in-service sessions prior to and during the school year?
 - Have faculty members made use of the budgeted funds for off-site workshops?
 - Has the technology committee established technology benchmarks to be achieved by lower school students, middle school students and faculty, and have individuals in these groups made progress toward attaining them?

- ◆ If all goals have not been met, the technology committee will examine the following issues and attempt to correct any deficiencies found:
 - Quantity of training offered
 - Quality of training offered
 - Scheduling of training sessions (to maximize participation)
 - Accessibility of information on available technology training resources
 - Availability of resources (software, computer lab, digital cameras, video cameras, etc.)
 - Other issues which teachers may find impede their use of available technologies with students
- ◆ Does the technology plan still support the current academic goals of Kalamazoo Country Day School? Do any areas need to be revised to align more directly with the curriculum and objectives of Kalamazoo Country Day School? In what new ways has technology been integrated into the curriculum?
- ◆ Have sufficient funds been available to acquire and maintain the equipment and software in the technology plan? Is sufficient money budgeted for the next school year to continue implementing the technology plan? Is the equipment and software that has been purchased sufficient for the purposes for which it is intended?
- ◆ Has sufficient training for use of the technologies and curriculum integration been provided to the staff? What type of professional development is being requested for the next school year?
- ◆ What new technologies have become available that should be considered for implementation at Kalamazoo Country Day School?

Following the evaluation, the Technology Plan will be updated, and the updated version presented to the Board of Trustees.

Kalamazoo Country Day School Computer Acceptable Use Policy (Gr. 5-8)

The computers at Kalamazoo Country Day School are maintained for the educational use of KCDS students and faculty. Use of the computers is a privilege, not a right. The computers will be available to all students and faculty of KCDS for any school related work, or any non-school related activity which does not violate the conditions set forth in this acceptable use policy. Generally, use of the computers is regulated by the rules of citizenship and conduct governing all areas of student life at KCDS. The following rules will apply to the use of the computer lab, and any other computers that are provided to students by the school.

When using computers:

- Always use the equipment appropriately, and leave the area in good shape for the next user. Clean up the work station.
- Do not change any settings on the computers. Leave desktops, directories, program groups, screen savers, etc. the way they are set. If something is incorrectly set, notify the Technology Coordinator.
- Software is not to be copied to or from any school computer. Most software is copyrighted and unauthorized duplication is illegal. If a certain application is needed to accomplish a task, please discuss the problem with the Technology Coordinator. Legal solutions to the problem will be investigated.
- Each student is required to provide their own flash drive . A student may not use another student's flash drive. Students should store files only on their flash drive or the file server. Students should not save to a hard drive of any computer.
- Certain resources on the Kalamazoo Country Day School network are shared between users. These include the file server, and computers where user files or program files may be stored. Students must not attempt to access material for which they have not been given clearance, or files placed on the network by other users. They may not tamper with the software that runs the system. It is unethical even to try to gain unauthorized access to resources or private information, either on the computers in the school, or any system to which Kalamazoo Country Day School has access via the internet.
- Never bring food or drink into the computer lab.
- Do not use ignorance as an excuse for misuse of hardware or software. Please ask for help when needed.
- Games are not permitted in the computer lab or on any school computer unless they are provided by a teacher and played as part of a class activity.

- Access to the computer lab at recess time will be with the permission of the teacher only, and for the completion of school work only.
- The Kalamazoo Country Day School network is part of the internet, and thus allows access to millions of computers and computer users throughout the world. The internet is a worldwide network with no regulatory body. Although much valuable information is available on the internet, many things accessible on the internet are not appropriate for school. The internet filtering software currently used by Kalamazoo Country Day School is Sonic Wall Content Filter. But, even with this, it is still possible for students to gain access to controversial materials. Users must not knowingly bring inappropriate material into the school environment. Students are responsible for making sure that the topics they are searching for and the documents they are viewing are appropriate for school. This will be closely supervised by faculty members. Students who realize they have gained access to inappropriate materials should notify a faculty member at once. In addition:
 1. Students may be provided with email accounts for school use only. These accounts and passwords may not be used outside of school or given to anyone else. Using the Kalamazoo Country Day School network, students may only access accounts provided to them by the school. Accessing other accounts, such as HotMail accounts (even if they are legitimate accounts belonging to the student) is not allowed.
 2. Students may not log into online chat groups or newsgroups unless directed to do so by a teacher as part of a class activity.
 3. Students may not download any file without permission from a faculty member.
 4. Students should never give out their names, addresses or telephone numbers over the internet, or those of anyone else.
 5. Information obtained over the internet must be credited in the same way that any other source must be credited. Any other use of information obtained in this way constitutes plagiarism.
 6. The computers and the internet may not be used in such a way as to harass other users or infiltrate a computer or computer system and/or damage or alter the software components of the computer or computer system.
 7. Use of the internet through the Kalamazoo Country Day School network for commercial purposes or for transmission of copyrighted material or obscene or threatening material is not permitted. Any illegal activities are strictly prohibited.
- The computer network, computers, hard drives and all connected peripherals located at Kalamazoo Country Day School are the property of Kalamazoo Country Day School, including all data stored on those devices. Individuals using the system are subject to having all of their activities on this system monitored and recorded by school personnel. Anyone using this system expressly consents to such monitoring, and is advised that if such monitoring reveals possible evidence that a violation of Kalamazoo Country Day School's acceptable use policy has occurred, disciplinary action will be taken by the

school.

- If a student fails to agree to or abide by these rules, he/she will risk loss of the use of the computer lab and internet, and parents will be notified. Students found to be in repeated violation of these rules will be subject to other disciplinary action.

Revised March 2005

Revised November 2007

Revised April 2010

Please sign and return this form to school.

I, _____, grade _____, have read the acceptable use policy for the Kalamazoo Country Day School Computer Network, and agree to abide by that policy.

(Student signature)

(Date)

I, _____, have read the acceptable use policy for the Kalamazoo Country Day School computer network. I understand that the information and materials available to my child through the internet are not under the full control of the Kalamazoo Country Day School, and I give permission for access to this resource to be given to my child.

(Parent Signature)

(Date)

Kalamazoo Country Day School Computer Acceptable Use Policy (Gr. 2-4)

The computers at Kalamazoo Country Day School are provided for all students to help them learn. Use of computers is a privilege, not a right. The computers are to be used only for school work or other activities as directed by the teachers. In order to take care of the computers and make sure they are available to be used by all students, the following rules will apply to the use of any computers provided to students by the school.

When using computers:

- Always use the computers in the way you have been taught at school. Do not play or experiment with them, or try to use them for things which you have not been given permission.
- Make sure to leave the work station clean when you finish. Pick up all books, papers, and other items and put them away.
- Software may not be brought in from home and installed on school computers, and it may not be downloaded from the internet without a teacher's permission.
- Each student has their own directory on the network for saving of class materials.
- Food or drink is not permitted in the computer lab or near the computers in other areas of the school.
- If you do not understand how to use something on the computer, ask for help from a teacher.
- Games are not permitted on any school computer unless they are provided by the school as part of a course of study.
- Students may not access the internet without permission of a teacher. When students are using the internet for school activities, they will access only the areas directed by the teacher. The school's internet access is protected by Sonic Wall Content Filter internet filtering software. This software updates its list of inappropriate sites daily.
- All computers and all their connected parts belong to the Kalamazoo Country Day School, and this includes all the information saved on them. All files saved by students may be reviewed by a teacher for appropriateness
- Students who do not use the computers in an appropriate manner will risk losing the use of them, and may also be given other consequences.

Please sign this form and return to school.

I, _____, grade _____, have read this acceptable use policy for the Kalamazoo Country Day School computer network and agree to follow these rules.

(Student signature)

(Date)

I, _____, have read the acceptable use policy for the Kalamazoo Country Day School computer network. I understand that the information and materials available to my child through the internet are not under the full control of the Kalamazoo Country Day School, and I give permission for access to this resource to be given to my child.

(Parent Signature)

(Date)

Kalamazoo Country Day School Staff Computer Acceptable Use Policy

The computers at Kalamazoo Country Day School are maintained for the educational use of KCDS students and faculty. Use of the computers is a privilege, not a right. The computers will be available to all students and faculty of KCDS for any school related work, or any non-school related activity which does not violate the conditions set forth in this acceptable use policy. The following rules will apply to the use of the computer network or any computers or related equipment that is provided to staff by the school.

Computer and Network Resources

- ◆ All school hardware and software are to be used appropriately. Computers, network resources, and the internet are to be used for educational, professional, informational or research purposes, and must be consistent with the educational goals of KCDS
- ◆ No hardware may be moved or removed without permission from the Technology Coordinator.
- ◆ No software may be copied to or from any school computer without permission from the Technology Coordinator. No personal software may be loaded onto any school computer.
- ◆ Donated software may be installed on school computers only if it can be verified that it is not installed on any other computers and it is compatible with the system. Full documentation must accompany software.
- ◆ All software will be installed by the Technology Coordinator unless permission is given to another individual to do so.
- ◆ Individuals should access the network with their own user I.D. and password only, and passwords should not be shared with other staff or students.
- ◆ Internet access is available through the Kalamazoo Country Day School network. Faculty may not use the internet through the Kalamazoo Country Day School network for sending or receiving any material that is pornographic, suggests racism or sexism, uses inappropriate language, or promotes unethical or illegal behavior. It may not be used for commercial purposes, or personal financial gain.

Email

- ◆ All staff has access to KCDS's email system. These accounts are for educational, professional, informational or research purposes and should be

used for all school related electronic communications from faculty at Kalamazoo Country Day School.

- ◆ Email accounts residing on the Kalamazoo Country Day School network are the property of the school and offer limited security for personal files. The contents of any file on the Kalamazoo Country Day School network may be viewed by the Director or Technology Coordinator at any time.
- ◆ Email should not be used for unethical, illegal, political or commercial purposes.
- ◆ Email should not be used to forward chain letters.

Web Pages

- ◆ Faculty must develop web pages for the purposes of communicating classroom or school related information. These pages will be posted on the Kalamazoo Country Day School web site, providing they conform to the Kalamazoo Country Day School web page standards.
- ◆ No material shall be posted on the Kalamazoo Country Day School web site that violates copyright law. Faculty members are responsible for ensuring that what they are including on their web pages does not violate copyright law.

As a user of these electronic resources I agree to accept full responsibility for my use, and will hold Kalamazoo Country Day School harmless for any damages resulting from their use, whether that injury or damage is to the user or to another person.

I understand that this access is designed for educational purposes. I have read, understand, and agree to abide by all of the provisions of this Acceptable Use Policy.

Signature

Date

Permission to Publish on the World Wide Web

Dear Kalamazoo Country Day School Parents:

As part of your son or daughter's educational program, he or she may have the opportunity to publish documents on the school's World Wide Web site. These may include a story or poem, a graphic, a research project, a report on a school related project, or a photograph, sound or video image from a school activity or program. Individuals with internet access around the world will be able to view your child's work. We think this is an exciting and enriching opportunity for our students.

We will publish these documents only with your written permission. Please read the following, and sign and return this form to the school. To see work that is already published on the web, take a look at our website <http://www.kalamazoocountryday.org>.

In publishing student work, we will adhere to the following guidelines:

- Published documents will not include a child's last name, phone number, street address or any other personal information.
- Documents may not include information which indicates the physical location of a student at any given time, other than attendance at Kalamazoo Country Day School.
- Documents must conform to the guidelines and standards for the Kalamazoo Country Day School World Wide Web Site.
- Additionally, documents must be edited and approved by a faculty member before publishing.

Parent/Guardian Permission:

Student Name _____

Grade _____

I grant my student permission to publish documents on the World Wide Web as described above.

Parent/Guardian Signature _____ Date _____