

Tuscola ISD

KINGSTON COMMUNITY SCHOOLS

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Technology Plan

July 2012 – June 2015



www.kingston.k12.mi.us

Initial Creation Date 01/03/2012

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District Profile of Kingston Community Schools

Administrative Offices

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Kingston Jr/Sr High School

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Kingston Elementary School

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Tel: 989 683-2284
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Introduction to the District

The Kingston School District is in a rural agricultural community covering 80 square miles. Many residents commute to work in Flint, Bay City, Midland, Pontiac, and Saginaw, with the population's income greatly influenced by the auto industry. Our community has not recovered from the recent downturn of the economy. The current economic condition in the state of Michigan continues to have a negative impact on our student enrollment, with many families moving out of the area. While farming is still an active part of the community, it accounts for only a small part of the community's earned income. Much of the farming surrounding the Village of Kingston, is made up of large, single-family farms.

A breakdown of the group that comprises the Kingston Community Schools student population is as follows:

Total students:	630
Caucasian:	98.5%
Minorities:	1.5%
At or below poverty level:	65.0%

The Kingston Community School District employs 77 staff members, servicing K-12 students in 2 buildings.

Technology Planning Committee Members

Mike McLaughlin	Superintendent / HS Principal / Parent
Lane Walker	Elementary Principal / Parent
Renee VanAllen	District Technology Coordinator / Parent
David Kirk	TISD Technology Consultant
Amy Kotsch	Jr./Sr. High School Teacher / Parent
Justin Diegel	Elementary Teacher

District Technology Mission Statement

Kingston Community Schools will prepare all students to function successfully in a technology oriented global society.

District Technology Vision

All Kingston students and staff will have access to current technology in general use (e.g., Internet, distance learning, reasonably current hardware, current software, and the necessary training to use effectively). Parents, students and the community will have access to technology during non-school hours.

District Technology Goals

Kingston Community Schools will strive to highly and effectively integrate technology into teaching and learning. Efforts will continue to upgrade software, hardware, and infrastructure items as needed to increase learning opportunities. Technology will be used to assess achievement and measure progress toward academic goals. District technology goals will be compatible to and enhance the district's School Improvement Plan, as well as maintaining a solid focus on our mission and long-term vision.

Technology Needs Assessment

Kingston Community Schools Technology Committee has developed a three (3) year plan. This plan consists of expanding programs in all areas of technology. The committee will also address hardware needs. We will strive to replace equipment at a rate of 20% per year. We will continue to increase the number of computers in each class room for student use, as requested by teachers. We will strive to continually upgrade our software for each curriculum area. We will look toward data warehousing as an effective assessment tool to enhance student achievement.

We are continually monitoring our technology needs in an effort to provide better education for our students and community. Due to the makeup of our technology committee, we are constantly aware of the ever changing needs of our students and community, and those needs are frequently brought to the Superintendent, Technology Coordinator, and the Board of Education. Parents and community members will be informed by school and district newsletters regarding new technologies and opportunities available.

Curriculum

A – Curriculum Integration

Our curriculum will be reviewed annually. Revisions will be made on an ongoing basis as needs become apparent through assessment data. Necessary revisions will be made to accommodate all students. Achievement task lists will be used and reviewed at the elementary level (K-6), as well as online testing for jr./sr. high level students to help measure technology literacy in an effort to achieve the standards as required by NCLB. MEAP, MET, Aimes, Dibels, Star, and textbook software will be used as a resource of measuring academic achievement. E-2020 and Compass Learning courses will enhance curriculum choices. Staff will continue to attend in-services for additional training on integrating technology into their curriculum to further improve the quality of our education. Data, surveys, and records will be used as tools to target areas which call for intervention plans.

B - Student Achievement

Technology will be integrated into our curriculum through a variety of resources including: the use of classroom equipment, such as ELMO document cameras, data projectors, digital and video cameras, computers with internet access, and Phonic Ear sound systems; up-to-date computer labs (3) with internet access, equipped with data projectors and laser printers; video editing equipment; software applications used district wide.

Technology Curriculum

High School

One semester computer literacy class/Microsoft Office
Math: graphing calculators with USB computer interface
Integrated into other content areas: English, Social Studies, Math, Science, Vocational Ed, by using the computer lab for internet access or virtual workstations for online courses and intervention programs
Mixed Media Production: Class will use devices, instruction, and assignments to do web design & layout, video production, printed brochures and other media to enhance district public relations
Communications: Class includes design, layout and development of yearbook
EDP (Educational Development Plan) continued via the web in the IBM lab with jr./sr. high counselor
E-2020 and Compass Learning online classes

Junior High

One semester required Computers 7th and 8th meet METS (Michigan Educational Technology Standards of NCLB), skills checklist
Use of Technology Integrated throughout the curriculum
Computers with internet access
Scientific Calculators
EDP (Educational Development Plan) introduced via the web in the IBM lab with jr./sr. high counselor
Compass Learning
Web-based keyboarding lessons

Elementary

Computer Lab integrated throughout the curriculum available for classroom experience
Academic Curricular Software and Compass Learning (online)
K-6 Tasks (Achievement List)
Use of Technology Integrated throughout the curriculum
Microsoft Office lessons
Web-based keyboarding lessons
Reading Intervention labs: Read Naturally reading intervention programs (including after school sessions)

B – Student Achievement (cont.)

Timeline for Technology Integration

- **July 2012 – June 2013:** Investment, training, and implementation of a data warehouse for improved assessment of student achievement and curriculum deficiencies; use of iPads for elementary special education services and district administrators; employ a technology parapro for the elementary computer lab; upgrade elementary teacher computers; upgrade student computers and software for Mixed Media Production class; implement a web-based keyboarding program for grades 7-12; make available to teachers, 1 interactive white board per building; completion of optic fiber connection to the TISD; move toward cloud based storage
- **July 2013 – June 2014:** Upgrade the Renaissance Learning Products to the web-based versions (STAR, AR, AM); upgrade circulation software in both building libraries; replace the public access computers in the high school library; make available 1 mobile lab per building; update staff machines to Windows7 (or 8); upgrade the tech lab N-Computing hardware to the U-170 devices; install 3 additional wireless access points in each building; purchase additional iPads for special education services; implement a clicker response system in the high school building; install additional interactive whiteboard in both buildings; increase cloud storage apps
- **July 2014 – June 2015:** Install digital signage at both locations; continue OS upgrade to Windows7; install additional interactive whiteboard in both buildings; purchase full curriculum software district-wide; implement a clicker response system in the elementary building; install wireless access point controller (if e-rate approved); install new server (if e-rate approved); move toward shared data center via county fiber

C – Technology Delivery

Internet access is available in all district classrooms and offices. Each building is equipped with computer labs for use with teacher instruction. Data projectors and screens are available to enhance the lab experience. District classrooms are equipped with data projectors and document presentation devices, as requested by the teacher. Laptops, camcorders, digital cameras, DVD/CD players available for sign-out use through the media center in both buildings. Teachers have accounts for United Streaming services and are encouraged to use this media tool. 15 virtual workstations in the high school tech lab are reserved for students participating in Michigan Virtual High School Courses, E2020, and intervention programs. A Polycom unit is available for use through the Tuscola ISD for distance learning appointments. Laptops are available to students and staff when a mobile solution is required. Our district supports a parent portal for 24/7 access to gradebooks.

D – Parental Communications & Community Relations

The district technology plan is made available to the community, parents, and staff via the district website: www.kingston.k12.mi.us. Hard copy of this document is available in the Superintendent's office. Parents are informed of these resources through our district news publication and bi-weekly newsletters.

Parents are encouraged to attend annual fall Open Houses in both buildings where they can address questions to the District Technology Director or Coordinator. Parents are informed of technology issues through bi-annual newsletters and the website as well. PTO (Parent Teacher Organization) meetings are another source of technology

information and means of parent/staff communication. Our student database system, SDS, is web-based with a parent module for access to grades and attendance via the web. Parents are encouraged to use this source. Parents and community members are a part of our Technology Committee, as well as District and School Improvement Teams.

E – Collaboration

Kingston has benefited through many collaborations with the extended community, including other service providers, local businesses, and industry. We will continue to move forward with technology in preparation for future collaborations, which will include the possibility of adult enrichment opportunities.

Currently we are engaged in the following collaborations and will seek to continue these efforts:

- **Opperman Memorial Library (including White Pine Library Consortium)** – offering onsite evening and weekend hours for community internet access, as well as a broad variety of software available on 7 public access computers with printer connections. Accelerated Reader is available after hours for all district students.
- **TISD** – consortium provides our wireless internet access, web and mail filtering, anti-virus cooperative purchase; county-wide list-serves by subject areas, monthly tech support, assistance with our online career development program which is in cooperation with our EDP (Educational Development Plan) efforts, the GED prep program, and the Skill Center program. The completion of a fiber optic connection (2012) greatly increases the possibilities for additional partnerships with our ISD. We anticipate a rise in the financial benefits of sharing services and purchases. We look forward to shared data centers, an increase in collaborative network services, shared hardware, such as servers, SANS, and related technologies.
- **ETP – (Thumb Education Technology Professionals)** consists of tech directors/coordinators from area counties that meet monthly in an effort to collaborate on common technology issues, purchases, and support. These monthly meetings typically alternate between the Sanilac and Tuscola ISD's.
- **Area Businesses** – offer employee support and participation in an effort to promote district level School to Work programs (job shadowing, Career Day, Science Day, Senior Interviews).
- **REMC10 (Regional Educational Media Center)** – provides media services, cooperative purchasing, coordination, equipment maintenance and repair, graphic production, workshops, training sessions, online courses for staff and students, and United Streaming membership.
- **Jostens Publishing Company** – provides services to students enrolled in Communications class, including: training, online yearbook design, ongoing support of electronic publishing and final printing of the yearbook.
- **Saginaw Valley State University & Delta College** – supports, communicates, and monitors the efforts of Kingston High School students dual-enrolled in their programs, including online classes.

Professional Development

F – Professional Development & Timeline

Kingston Community Schools recognizes the importance of staff training and is committed to continuing professional development that will enhance and improve student learning while meeting national standards for competency. We will maintain the focus on technology training that improves how we integrate technology into our curriculum, as well as delivery methods to ensure the highest level of student success. Strategies of providing this training will include: reserving funds annually for available conferences and presenters; setting aside a portion of our scheduled in-service days to address technology issues, appropriate surveys to assess ongoing needs, scheduled speakers, and hands-on on-site training labs. The Technology Coordinator will continue to provide one-on-one staff training as needed. When a new program or software application is introduced we will provide the necessary training to ensure maximum use and productivity. In an effort to meet state and national standards for technology competencies, we will strive to further educate all our staff according to their individual positions in our district, including teachers, administrators, para-professionals, technology positions, and library personnel. **TIMELINE:** The primary focus for training over the next 3 years will include (but not limited to): **2012-2013** Web-based SDS finance program; new SDS gradebook; use of interactive whiteboards and other classroom tools; data warehousing and using data as a tool to drive classroom instruction **2013-2014** Multi-media presentations in the classroom; advanced MS Office projects focused on preparing students for future improved online assessments **2014-2015** will include curriculum software training and classroom technology as needed per grade level to enhance technology integration.

G – Supporting Resources

The following supporting resources will be available to ensure the effective and successful use of technology: printed resource manuals for district software applications; printed materials and instructions for various software programs; access to REMC materials; video training resources through the library; informational and instructional links through the school website and Opperman Memorial Library website; county list-serve groups; online subscription service for United Streaming access; and TISD and REMC support services. The District Technology Coordinator will schedule one-on-one sessions with any staff member that requires or requests additional training or assistance with any application or implementation of a new product.

Infrastructure, Hardware, Technical Support, & Software

H – Infrastructure Needs/Technical Specifications, and Design

Existing Infrastructure & Hardware

Kingston Elementary:

- 1 or more CAT 5 UTP cable installed to each of the classrooms, office areas, and kitchen
- (4) Stack 10/100 Cisco Catalyst 2900 Series 48 port; (1) 24 port
- HP Proliant DL380 G5 Server (USF funded 2008)
- Instructional lab – 30 HP computers (2011), central laser printer, data projector
- (2) Reading and Math Intervention labs equipped with a minimum of 12 computers with headsets
- Media Center with 4 online computers, Wi-Fi, central color laser printer, and equipment for sign-out use
- 10 document camera presentation units – classroom use
- 15 data projectors – classroom use, 1 on sign-out basis through the media center
- All teachers have a desktop computer (XPPro) with connectivity and printer
- Rapid Eye surveillance system includes server with 5 cameras

Kingston High School and Administrative Offices:

- 1 or more CAT 5 UTP cable installed to each of the classrooms, office areas, and kitchen
- 5 main wiring locations, 4 with Cisco Catalyst 2900 series
- HP Proliant Netware Server
- HP Proliant Windows Server (Web Server)
- Lab for checkout by teachers with 28 Lenovo computers (2011), central laser printer
- Instructional lab with 6 N-Computing hosts serving 29 virtual workstations, laser printer, data projector, 3 laptops, Wi-Fi access
- Online Learning Lab equipped with 3 N-Computing hosts serving 15 virtual workstations for online classes
- Library with 9 computers (7 public access), central Xerox copier, equipment for sign-out, Wi-Fi
- All teachers have an HP Win7 desktop computer w/19” LCD monitor, data projector, document camera, access to central Xerox copier
- Mixed Media Lab - 4 online computers, interactive whiteboard, projector, and Adobe Creative Suite software
- Rapid Eye surveillance system includes server with 12 cameras

Inter-Building Connectivity:

- 1 mile buried fiber optics, 12 strand
- integrated Merlin phone system, including voicemail accounts, automation, and forwarding features

Infrastructure Needs

Kingston Elementary:

- Additional Wi-Fi access throughout the building (possible e-rate)
- Upgraded staff computers
- Additional surveillance cameras

Kingston High School and Administrative Offices:

- Additional Wi-Fi access throughout the building (possible e-rate)
- Off-site back up (future project via fiber to TISD)
- VoIP phone system (possible integration with TISD system)
- Wireless Access Point controller (possible e-rate)

H – Infrastructure Needs/Technical Specifications, and Design (cont.)

Current Software – Network or Multiple User Licenses

District-wide Software:

- Netware (SLA includes ZENWorks and GroupWise)
- Microsoft Office 2010 district-wide OVL licensing
- Specialized Data Systems Web-Based version (Student & Finance)
- MealTime (food services)
- K-12 Compass Learning (shared licenses)
- Symantec End-Point Anti-virus
- Renaissance Learning Products:
 - Accelerated Reader
 - STAR Reading
- Winnebago – Spectrum (Sagebrush – library circulation)
- Rapid Eye (security camera system)
- Signal (centralized HVAC system)
- Read Naturally – reading intervention program used in grades 1-10

Elementary (additional software):

- Sunburst Products:
 - Key Skills
 - Type to Learn
- Microgram Products
 - ABC World
 - Maps & Graphs
 - Super Science Show
 - Mathosaurus Levels 1-3
 - Wild West Math
 - Penny Panda
 - Clock Faces
- Joshua’s Reading Machine

High School (additional software):

- Adobe Creative Suite 4
- Micro Type Pro (NOT WIN7 COMPATIBLE)
- Bomac/REDI (School Emergency Plans)
- Renaissance Learning Products:
 - Accelerated Math
 - STAR Math
 - Fluent Reader

Software Needs:

Curriculum software K-12 (lab & classroom use)

Monitoring software for lab & mobile lab environments (LAN School)

Upgrade Keyboarding program (district-wide)

Web-based Renaissance Learning upgrade

H – Infrastructure Needs/Technical Specifications, and Design (cont.)

Repair / Upgrading:

Infrastructure, software and telecommunication needs will be reviewed on an annual basis by the Technology Director, Technology Coordinator, and TISD technical assistant. The needs will continue to focus on the goal to improve student instruction and enhance student learning.

Every effort will be made to maintain and repair machines and equipment as quickly as possible. The procedure for obtaining technical support follows:

1. Contact the district Technology Coordinator, Renee VanAllen, via e-mail or voice mail. If she cannot solve the problem she will contact the Superintendent.
2. The Superintendent will approve contacting the TISD representative, Robert Frost or David Kirk, to resolve the issue.
3. If the TISD support staff cannot solve the problem, a third party contact will be initiated with the approval of the Superintendent.

Equipment and infrastructure shall be upgraded as deemed necessary to enhance student learning.

I – Increase Access

The district will continue to move forward in an effort to ensure that all students and teachers have increased access to technology. Over the next 3 years we will continue to increase the number of online computers available to students in the classroom. The computer lab schedule will include open times in which teachers may use the lab to work with Special Education and special needs students. Media Center computers will be available for staff or student use at any time during the school day and 3 evenings per week as well. Wireless connectivity will increase annually in both buildings.

Ways to increase access to technology will be considered by the Technology Committee on an annual basis.

Funding and Budget

J – Budget and Timetable

It is the goal and purpose of this plan to ensure that all technology additions or improvements will be curriculum driven. However, the technology committee recognizes that a minimum base of technology should be available to every student, no matter what the curriculum. Acquisitions of equipment have been and will be made to meet the minimum base. Evaluation will be made each year to ensure that hardware acquisitions are cost effective. To further stretch funding, refurbished systems and N-computing systems will be considered when deemed a reasonable solution for a particular setting or need. Further, no hardware or software will be considered for purchase without the necessary funding for training of its use. So, although this is a hardware plan, software and training are included.

First Year 2012-2013

2012-2013 Budget Items	
Replacement of 33 staff machines (Elem & HS support staff)	23000
Data Director	1900
iPad (elem. special education & district administrators)	3600
Technology Para-Pro (elementary lab)	18000
Hardware setup & software for HS Advanced Mixed Media Class	5000
EduType Keyboarding (Jr. High students) annual subscription	780
Interactive whiteboards (1 per bldg.)	3000
Initial Partnership for connection to new Fiber	10000
Staff Technology Training – District-wide	3000
District Internet provided by TISD	2200
Licensing district-wide agreements & maintenance fees	9000
Technology Support ISD services	10000
TOTALS	\$89,480

J – Budget and Timetable (cont.)**Second Year, 2013-14**

2013-2014 Budget Items	
Renaissance Learning software upgrade to web-based product	7000
Library Circulation software upgrade (both bldgs.)	8000
Replace Public Access Computers (HS & elem library)	7200
2 Mobile lab units (1 per bldg.)	30000
Windows7 OS upgrades	4000
Upgrade Tech Lab N-Computing devices to U-170 hardware	1200
Install additional Wireless Access Points (possible e-rate)	3000
Install additional security camera (elem)	700
iPad purchase for special education (elem)	1200
Clicker Response System implementation (HS)	1500
Install additional Interactive Whiteboards (1 per bldg.)	3000
Staff Technology Training	3000
District Internet provided by TISD	2200
Licensing district-wide agreements & maintenance fees	14000
Technology Support ISD services	10000
TOTALS	\$96,000

Third Year, 2014-15

2014-2015 Budget Items	
Install additional Wireless Access Points (both bldgs.)	3000
Install exterior digital signage (both bldgs.)	40000
OS upgrades to Windows7	3000
Install additional interactive whiteboards (both bldgs.)	3000
Install a clicker response system (elem)	1500
Purchase curriculum software	12000
Install wireless AP controller (district, if e-rate approved)	4000
Purchase new server (if e-rate approved)	5000
Purchase new network switches (possible e-rate)	16000
Staff Technology Training	3000
District Internet provided by TISD	2200
Licensing district-wide agreements & maintenance fees	14000
Technology Support ISD services	10000
TOTALS	\$116,700

K – Coordination of Resources

The determination of a technology budget in the Kingston Community School District, which includes all buildings, will be based on the district's total technology needs as assessed by the district's Technology Planning Committee. The following strategies will be used to enhance the present technology budget: cooperative purchasing through REMC; cooperative purchasing as offered through our local ISD; E-Rate/Universal Service Funds; qualifying state grants; and qualifying federal grants. Grants will be researched on an on-going basis by administration and the Technology Committee. In addition, a group of staff members from both buildings, known as the E-Grant group, reviews a grant publication from *Technology and Learning* twice a month to be made aware of updates, new grants available, and application deadlines.

Kingston Community Schools will continue to benefit from the **Universal Service Funds** over the next three years through communication vendors and possibly internal connections at a projected 80% discount rate. Selected vendors include AT&T (cellular service), MCI (long distance provider), and Frontier (local lines). Vendors are subject to change according to annual bids and review.

Monitoring and Evaluation

L - Evaluation

This district recognizes the need for monitoring and evaluation to ensure safe and effective technology integration. By acting on the results of our monitoring efforts, we will strive to increase the ability of our teachers to teach, and enable students to reach state and national academic standards as required by the NCLB.

Kingston Community Schools will make aggressive efforts to educate our students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. We will include in this social behavior training the subject of cyber bullying. We will train our students to be able to recognize cyber bullying, as well as appropriate responses to the act of being involved with, or witnessing cyber bullying. In addition to our classroom training on such issues, we will also schedule school-wide assemblies every other year addressing appropriate online behavior.

Strategies by which we will measure academic progress (or lack of) will include: online assessment (NETS Online Technology Assessment); software assessment tools Compass Learning, Dibels, STAR Reading and Math; and staff evaluations which include technology use.

The evaluations of progress and teaching effectiveness will occur at least once per year by administration. Areas needing improvement will be further addressed through a Professional Development Plan which will provide additional training customized to individual needs. The administration and Technology Committee will continue to research tools of measuring the success of our technology use to enhance the learning experience and reach or exceed required standards.

M - Kingston Community Schools Acceptable Use Policy

Kingston Community Schools recognizes the important of monitoring the staff and student use of technology and will continue to annually revise and enforce the Acceptable Use Policy in respect to the existing federal requirements for privacy and Internet safety as enforced through the Children's Internet Protection Act (CIPA). These policies are in effect for all computer use throughout the district, including the computer access in the Opperman Memorial Library during all operating hours.

The district's filtering software, Fortigate, is a cooperative purchase implemented from the Tuscola Intermediate School district level. Through the ISD this filter is frequently revised, updated and monitored. Any disruption in this filtering service is promptly reported to our district.

All district staff plays an active role in monitoring the district's computer use. Below is our current Acceptable

Use Policy as updated and printed annually in our student handbook. This policy requires signatures from the student and parent. Student accounts are locked prior to the start of school each year and activated as the signed AUP's are turned into the office. The consequences of a violation are stated in the AUP and enforced district wide.

Student Access to the Computer Network and the Internet

Kingston Community Schools Computer Network and Internet Policy

Introduction

The Internet is a vast network of computer networks linking millions of computers around the world. It is a fluid environment with the content and format of information accessed from these networks constantly changing. Electronic technology has increased the speed and universality of the flow of information making it possible for students to travel beyond their geographical, physical and financial limitations. They can reach out to other people and locations to share information, learn concepts and research subjects.

M - Kingston Community Schools Acceptable Use Policy (cont.)

Responsibility of School Personnel for Electronic Resources

School personnel are entrusted with ensuring access to information. It is not, however, possible for school staff to control specific information students may locate on the Internet, because the resources available are constantly changing. Selection policies which serve to govern a school's purchase of written materials may not apply to material accessed electronically. It is the responsibility of the student and the parent, guardian or caregiver, as well as the school staff, to determine what is appropriate.

Responsibilities of Students in the Education and Ethical Use of Electronic Resources

All users of electronic information resources such as the Internet, are expected to use these resources in a responsible manner, consistent with the education and informational purposes for which they are provided. Responsible, ethical use of such resources includes the following:

1. Using resources for educational and information purposes only: not for unauthorized, illegal or unethical purposes. Downloading of music files, photos, and software programs/shareware, not used for a class assignment is not permitted.
2. Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others or the school; by not seeking unauthorized access to any computer system, or damaging or altering any software components of any network or database.
3. Making only authorized copies of copyrighted or licensed software or data.
4. Not sending, receiving or displaying text or graphics which may reasonably be construed to be obscene.
5. Not participating in "chat groups" unless supervised by a teacher.
6. Taking care of computer hardware by not destroying, defacing, and/or altering.
7. Paying for equipment and any other expenses that may occur with the violation of this agreement.
8. No e-mail other than your Kingston E-mail Account.
9. Streaming music to listen to "live" from any computer is not permitted.
10. Logging into networks as another student is not allowed.
11. All contents of your data folder should be for educational purposes only. This will be monitored regularly by school staff.

Disciplinary Action

First Offense: Verbal warning will be given by the building principal. Consequences of the next offense will be explained and the student will be asked to provide their signature verifying this discussion with the principal.

Second Offense: No network access for a period of three weeks. The student’s login will be locked. Student will, again, be asked to verify this action with their signature. Parent will be notified of this offense and consequences of the next offense will be explained.

Third Offense: No network access for a 10 week period. Student and parent will provide signature verifying this action. Consequences of the next offense will be explained.

Fourth Offense: The student will not have access to any computer for the remainder of the school year. Student and parent will be notified and provide signature verifying such action.

Students who violate this policy may receive further disciplinary action.

All of the above disciplinary actions may be reviewed by the high school principal on a case by case basis with the disciplinary action being more or less severe.

M - Kingston Community Schools Acceptable Use Policy (cont.)

Acceptance of Kingston Community Schools Computer Network and Internet Policy

I have read and understood the above and agree with the Computer Network and Internet policies outlined and have discussed them with my student.

Parent’s Signature _____

Date _____

I have read and understood the above and will follow these guidelines when accessing the Computer Network and Internet.

Print Name _____

Graduation Year _____

Student’s Signature _____

Date _____