

Bethlehem Christian Academy

Technology Plan

Bethlehem Christian Academy
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INTRODUCTION

MISSION STATEMENT

Bethlehem Christian Academy prepares students spiritually, academically, and socially to be effective servants of Christ.

SCHOOL PROFILE

Bethlehem Christian Academy (BCA) is a private, non-profit organization, and Christ Centered Educational Institution. BCA is governed by a church-elected board of trustees. Currently, BCA educates 97 Pre-Kindergarten through Eighth-Grade Students at our facility located at 27250 Emery Road, Orange Village, Ohio 44128. BCA employs 1 Administrator, 1 Pastor, 9 full-time Teachers, 1 part-time Teacher, 1 part-time Teacher's Aide, and 1 full-time Secretary. BCA draws its student population from the communities of Cleveland, Warrensville Heights, Garfield Heights, and other nearby communities. The population of our school is primarily black (97%) and 3% white.

The Academy was established in 1984 serving Orange Village and neighboring communities in Northeastern Ohio. We are located at 27250 Emery Road, Orange Village, Ohio, and we have established a website <http://www.bethlehembaptist.org/bethlehem-christian-academy.html>.

VISION AND GOALS

This plan will ensure the commitment to using technology to improve teaching and learning while meeting National Technology Educational Standards and core academic standards.

VISION STATEMENT

Technology at Bethlehem Christian Academy will be integrated into all aspects of a student's education. This will prepare them to be life-long learners and enable them to be effective servants of Christ in a rapidly changing technological society. By pairing effective teachers with the power of technology we will realize an optimal learning environment.

MAJOR GOALS OF TECHNOLOGY PLAN

- Technology is not a separate curriculum, but an appropriate part of every curricula at each level of instruction.
- Students must be provided with opportunities to use technology to equip them to live in an age of information and reach out for information for learning beyond the walls of BCA.
- Technology will enhance our efforts to expand the curricula to address authentic problems and enable students to generate products that have use outside the context of the classroom.
- Technology will enhance home-school connections, communication, and collaboration in learning.
- Technology is an important tool or strategy that will be used to improve and enhance the structure management of school, instruction, and learning.
- Technology will advance the diversity of student learning.
- Effective integration of technology is a process that occurs gradually and is constantly changing; struggles with new technologies are a normal part of the implementation process.
- Effective integration of technology into the educational program requires teacher initiative, ongoing staff development, up-to-date technological tools and technical support.
- Technology's varied impact must be evaluated and critiqued by students and staff.

CURRICULUM

CURRICULUM INTEGRATION

Technology should become an integral part of how a classroom functions. Technology integration is incorporation of technology resources and technology based practices into the daily routines, work, & management of a school. BCA priority is to ensure technology integration across the curriculum. BCA will develop a series of lesson plans and templates for teachers that will blend technology curriculum benchmarks with existing core area curriculum.

Multimedia, software, and Internet tools will allow teachers to integrate in a variety of ways increasing student levels of critical thinking.

The current challenge for BCA is ensuring that all teachers use the technology to enhance teaching and student learning. BCA recognizes that for integration to be successful, staff needs to be comfortable with various tools and be equipped to effectively prepare students to use such tools. BCA will develop strategies for equipping staff to master these skills. Training opportunities will be provided as outlined in the professional development section of this plan to tackle this challenge.

Basic Use and Literacy – STUDENT

Educational technology will be appropriately and equitably integrated into instruction and management and used by all students. Curricular adjustments and additions will be made to enable students to use technology to enhance and facilitate learning. The technology components include:

- Keyboarding
- Multimedia presentations
- Word processing
- Database management
- Information processing
- Spreadsheets
- Media literacy
- Desktop publishing
- Computer literacy
- Video production
- Social Networking literacy
- Technology's impact on society

Basic Use and Literacy - STAFF

Educational technology will be appropriately and equitably integrated into instruction and management and used by all staff for:

- Professional Development activities
- Lesson preparation and presentation
- Communication with staff, parents, students
- Information processing
- Word processing
- Grading and record keeping
- Varied learning experiences for students
- Data management
- Technological instructional strategies
- Authentic products

Basic Use and Literacy - ADMINISTRATION

Technology will be appropriately used by administrative staff for:

- Professional Development activities
- Word processing
- School management tasks, such as, financial record keeping, etc.
- Student management information, such as, attendance, scheduling, discipline, learning needs
- Curriculum data management
- Communication with students, staff, parents
- Accessing information
- Presentation purposes

Basic Use and Literacy – COMMUNITY

Technology will be made accessible for use by the school community for:

- Accessing media center resources
- Electronic communication with school personnel and board members
- Accessing individual student files
- Accessing BCA individual school data, calendars, policies, homework listings, etc.
- Development of technology workshops in collaboration with Community Education and other district resources.

Specific uses of technology are identified in Appendix A.

STUDENT ACHIEVEMENT

Technology can be a powerful tool for engaging students with authentic content. Technology can connect students with information and resources from around the globe. Technology can be an effective instruction tool when it is thoroughly integrated into the curriculum to engage the learner.

It is our goal that all students will achieve proficiency in the grade level outcomes established by the National Technology Educational Standards, which encompasses all areas of study.

Implementation of an electronic grade book system is a desire of BCA. This would allow for consistent grading/assessing and would be aligned to support curriculum benchmarks. The system would allow parents and staff access to student grades, attendance, and discipline data as well.

TECHNOLOGY DELIVERY

BCA will have a wireless network for internet access in the Summer of 2013. This network will have the capability to deliver specialized, rigorous hypermedia and multimedia activities for instructional and learning purposes.

PARENTAL COMMUNICATION & COMMUNITY RELATIONS

Dissemination

Our completed Technology Plan will be posted on the BCA website and will be available as hard copy upon request.

Parent-Teacher Communication

Teachers are expected to use technology to increase and maintain communication with parents. Weekly school and classroom newsletters will be sent via "classroom" Wikispaces, blog and email. For those parents without internet access, communication will be conveyed in traditional ways such as telephoning and notes sent home.

COLLABORATION

BCA believes that students are not likely to utilize technology unless parents, grandparents and peers encourage its use. Access to BCA greater community will increase confidence and prompt those impacted to help students utilize

technology for classroom assignments. As well as opening our doors to our own families, BCA will continue to make efforts to allow for our facility and technology to be utilized by other organizations in our community.

PROFESSIONAL DEVELOPMENT

Professional development and resources will be provided to ensure that BCA staff has the appropriate competencies needed to use technology network, the Internet, and educational technology resources. Required and encouraged training options include: BCA technology training sessions, college/university courses, and collaborating with other school systems. All staff will be trained as new products and services are added.

Technology Network Training Goals

Appropriate integration of technology into curriculum is dependent on a strong staff development program. Our goal is to hire a part-time Technology Coach to provide training so that all staff will be able to achieve the integration guidelines as well as use the technologies to assist in their work and delivery of curriculum. Priorities for training will be determined through staff surveys and collaboration between the Technology Coach, Teaching Staff, and Administrator. The following components of technology training will be included in all BCA training sessions:

- Connection to ISTE NETS for Teacher and ISTE NETS for Students competencies
- Basic use of specific software/hardware
- Integration techniques for use of technology with the curriculum
- Access to follow up support.

BCA currently has computer hardware and software for Professional Development in Technology and is seeking a part-time Technology Coach to conduct the training. Training is essential for preparing teachers to integrate technology into the classroom. training priorities, level of need, and curriculum needs.

Staff Technology Training Opportunities & Timeline

- BCA will have two Professional Development Days each year in which one-half of the days will be devoted to technology training.
- Summer workshops for technology training will be organized to enhance curriculum integration.
- All classroom teachers are required to be with their students in the computer lab to support the curriculum instruction and technology integration. Classroom teachers have access to training, along with their students.

SUPPORTING RESOURCES

BCA is committed to providing the following resources to support teaching and

learning using technology. Professional Development in Technology will include utilizing a variety of resources: on-site hands on training, and on-line web-based instruction, video & print training materials. A part-time Technology Coach will provide Professional development in Technology to Administrator, Teachers, and Staff.

INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT, AND SOFTWARE

INFRASTRUCTURE NEEDS/TECHNICAL SPECIFICATION

Effective educational use of technology requires up-to-date technological tools and the technical support that allows for consistent, planned use by staff, students, administrator, and parents. As resources become available, the school will be provided with the necessary hardware and software to implement this plan. The BCA Technology Plan includes three major phases of hardware/software development: voice, video, data infrastructure, classroom technologies and cloud based technologies. All hardware purchases must meet school standards. The review, evaluation and purchase of computer hardware is a collaborative process between building Administrator, Teachers and Staff. When technical support issues arise, BCA relies heavily on its own community to provided needed support. Grant writing will support future needs if needed to fund improvements where needs are not meet by community.

Phase I

By Summer 2013, Phase I infrastructure scheduled in the building. The following voice, video, data foundation level technologies will be implemented:

Wireless Network with voice, video, and data connections in offices and classrooms, with the following wired computer workstation specifications:

- _ K- 4 classrooms - 1 station
- _ 5-8 classrooms – 2 stations
- _ Media Center - 6 stations
- _ Computer Lab – 24 stations
 - o Internal fiber connectivity between technology closets
 - o E-911 access from all classroom phones
 - o School-wide email system
 - o Building paging systems
 - o On-line grading program
 - o Filtered Internet access to all networked locations
 - o File Server
 - o Coax cabling for Cable TV and broadcast access to all classrooms and viewing locations

- Bethlehem Christian Academy Web Site:
<http://www.bethlehembaptist.org/staff.html>
- Monitor with DVD/VCR in every classroom (K - 6)

Phase I and II Hardware

Updated hardware and software purchases based on funding through the Capital Fund expenditures, donations, and designated gifts. BCA originally determined developments in these phases, which will continue to be revised as the BCA Technology Plan is implemented.

Phase III

Updated hardware and software purchases based on funding through the Capital Fund expenditures, donations, and designated gifts. BCA originally determined developments in these phases, which will continue to be revised as the BCA Technology Plan is implemented.

The recommended hardware includes:

- Voice mail system
- Networking Software – in place
- 1 teacher workstation in every classroom
- 1 to 5 student workstations in every classroom or, availability of
- portable wireless computer workstations.
- Library Circulation Software
- Pass over phone lines
- Access to:
 - Digital cameras –in place
 - Scanners
 - Printers
 - Data/Video projectors
 - Digital video recorders

Software Integration

All software purchases must meet school standards. The review, evaluation and purchase of software is a collaborative process between Administrator, Teachers, and staff.

The BCA Technology Plan includes the following software and resource standards:

1. Security Software

- Fortigate/FortiWiFi -60D Series Security Appliance
- Microsoft Security Essentials

2. Management Software

- Fortigate/FortiWiFi -60D Series Security Appliance

3. Software at each location includes, but is not limited to the following list:

- Microsoft Security Essential Anti-virus software for PC workstations
- Browser Software: Microsoft Internet Explorer and Google Chrome
- Open Source Software (i.e., Productivity Software, Assessment & Evaluation Software, Communication and Collaboration Software, Web Tools 2.0)
- Smartboard Software
- Other software for integration with curriculum

4. Administrative Software

- Browser Software: Microsoft Internet Explorer and Google Chrome
- Open Source Software (i.e., Productivity Software, Assessment & Evaluation Software, Communication and Collaboration Software, Web Tools 2.0)

5. Other Resources

- International Standards for Technology in Education (ISTE), National Educational Technology Standards for Teachers (NETS-T)
- International Standards for Technology in Education (ISTE), National Educational Technology Standards for Students (NETS-S)

BUDGET FOR WIRELESS TECHNOLOGY NETWORK INFRASTRUCTURE

Year 1 Grant Proposal for funding:

The Ambrose Monell Foundation Bethlehem Christian Academy Grant Proposal for Technology Network Infrastructure Budget Plan			
Budget Category	Description	Cost Calculation	Grant Request Amount
Wireless Cost	(6) Wireless Access Points & POE Injectors - \$100 X 6	\$600	\$600
	(1) 1000 ft. Cat 5 Spool Cable & Connectors	\$150	\$150
	(6) Wireless AP Installations – \$150 X 6	\$900	\$900
Internet Cost	(1) Fortigate/FortiWiFi - 60D Series Security Appliance	\$950	\$950
	(1) Security Appliance Installation and Setup	\$300	\$300
	AT&T High Speed Internet Direct Pro (Dynamic) Plan- \$45/mo. X 12	\$540	-0-
Professional Development for Technology Network Infrastructure	(1) Part-time Technology Coach – \$30/hr. X 21 per school year	\$630	\$630
	(8) Teacher stipend for participation in Summer Workshop – \$60/day X 2	\$960	\$960
	Workshop supplies including paper and books- \$20 X 8	\$160	-0-
		Total Cost \$5190	Grant Request Total Amount \$4490

Year 2

Maintenance/repair \$ 500.00
Upgrade/replacements \$3000.00
Internet Connection \$ 600.00
Internet Filtering \$ 75.00
Antivirus \$ 150.00
Web Hosting \$ 150.00
Software \$ 300.00
On-line Grading Program \$ 150.00
Data Projector \$1000.00
Professional Development \$500.00

Year 3

Maintenance/repair \$ 500.00
Upgrade/replacements \$ 3000.00
Internet Connection \$ 600.00
Internet Filtering \$ 75.00
Antivirus \$ 150.00
Web Hosting \$ 150.00
Software \$ 200.00
On-line Grading Program \$ 150.00
Professional Development \$ 500.00

COORDINATION OF RESOURCES

In addition to yearly budget allocations for technology, resources for the purchase of hardware, software, and continued training will come from a variety of sources:

- Line item in annual operating budget
- Gifts from supporters earmarked for technology
- Grants designated for technology acquisition, upgrades, and training
- Contingency fund for major repairs, misc. needs
- Parents/supporter for donation of services --- BCA relies heavily on the support of its families.

MONITORING, ASSESSMENT, AND EVALUATION

The Administrator, Teachers, and Church elected School Board will be responsible for annual review and evaluation of the technology plan. The committee will also use the rubric as recommended by the Ohio Department of Education. The technology committee will measure and report the effectiveness of BCA use and integration of technology. In addition, the committee will assess the amount and type of computers, network services, use of other technological tools, etc. The results of these assessments will be utilized to generate strategies for continuous improvements of the project.

ACCEPTABLE USE POLICY

Online Safety and Behavior Bethlehem Christian Academy, in accordance with amendments to the Children's Internet Protection Act (CIPA) contained in the "Protecting Children in the 21st Century Act" (October, 2008), will include in our technology education program for Minors instruction concerning:

- Appropriate online behavior;
- Interacting with other individuals on social networking websites and chat rooms;
- Cyberbullying awareness and response.


The use of technology at Bethlehem Christian Academy is a privilege extended to students, staff, and community to enhance learning and exchange information. You will note that BCA meets all the requirements of the Federal Children's Internet Protection Act (C.I.P.A.). Guidelines for use of technology will be published in the Student/Parent Handbook for each school. The policies and guidelines are located in Appendix C.

Without equitable access to information and communication, disparities in educational opportunities occur. Students at BCA will have equitable access and be provided with educational opportunities to learn how to use these technologies.

This Technology Plan meets the approval of Bethlehem Christian Academy stewards of Christian Education.


Terri L. Golden, Volunteer Technology Coach


Christina Warner, Administrator & Principal


Rev. Don Morris, Pastor

Explanation of Inappropriate and Unacceptable Actions

Online Etiquette:

1. Follow the guidelines of accepted behaviors within the school handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, obscene material or material which is based on slurs stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

2. Participating in cyberbullying activities such as harassing, attacking or insulting others. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

3. Any political, commercial, and/or personal purchasing over the Internet.

4. Unauthorized use or downloading of mailing lists, chat rooms, message boards, files and/or unauthorized email, games, music or videos.

5. Revealing personal information across the network and/or Internet unless approved by faculty and/or administration for educational purposes.

6. Participating in social networking activities unless approved by faculty and/or staff.

7. When using school provided email outside of school, the Bethlehem Christian Academy Acceptable Use Policy is still in effect.

Plagiarism/Copyright/Licensing:

8. Plagiarism is the act of using someone else's words or ideas as your own. Students Are required to give proper credit to all Internet sources used in academic assignments, Whether quoted or summarized. This includes all forms of media on the Internet, such As graphics, movies, music, and text. Plagiarism of Internet resources will be treated in The same manner as any other incidences of plagiarism, as stated in the school handbook. In addition, all students must adhere to the copyright laws of the United States (P.L. 94---553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. All students should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

Illegal Activity:

9. Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to: tampering with computer hardware or software, software piracy, unauthorized entry or trespassing into computers and files (hacking), knowledgeable Vandalism or destruction of equipment, deletion of computer files belonging to someone Other than oneself, Uploading or creating of computer viruses, distribution of obscene Or pornographic materials, and sexting. Such activity is considered a crime under state And federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user student and student's parent or guardian.

10. Providing another with your username and/or password, allowing someone access to your account, user drive and/or folders, and unauthorized file sharing.

11. Using inappropriate names or passwords to gain access to the network.

12. Unauthorized or illegal installation, distribution, reproduction or use of copying software and/or data on school/technology equipment.

13. Accessing or researching any harmful/inappropriate materials unless approved by staff.

14. The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

15. Anything else deemed unacceptable by staff.

Appendix A

TECHNOLOGY PLAN

Appendix A

The project for which we request funds will make a difference in our lives in the following ways:

- 1) This plan will ensure the commitment to using technology to improve teaching and learning while meeting International Standards for Technology in Education (ISTE) and National Educational Technology Standards for Teachers (NETS-T) and National Educational Technology Standards for Students (NETS-S), which encompasses all areas of study at each grade level.
- 2) Technology will enhance our efforts to expand the curricula to address authentic problems and enable students to generate products that have use outside the context of the classroom.
- 3) Technology will enhance home-school connections, communication, and collaboration in learning.
- 4) Multimedia, software, and Internet tools will allow teachers to integrate in a variety of ways increasing student levels of critical thinking.
- 5) Technology will advance the diversity of student learning.
- 6) Technology as an important tool or strategy that will be used to improve and enhance the management structure of school, instruction, and learning.
- 7) Curricular adjustments and additions will be made to enable students to use technology to enhance and facilitate learning.
- 8) Students will be provided with opportunities to use technology to equip them to live in an age of information and reach out for information for learning beyond the walls of BCA.
- 9) An effective Technology Professional Development program that is sustainable and ongoing to promote Teacher initiative for integrating technology in the classroom.
- 10) Provide a technology network which has the capability to deliver specialized, rigorous hypermedia and multimedia activities for instructional and learning purposes.

Student Use

The ISTE National Technology Standards (NETS-S) and Performance Indicators for Students:

ISTE NETS-S1. Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology:

- Students will use technology to create a variety of products as a result of their study and research (papers, graphics, videos, multimedia products, broadcasts, visuals, etc.).

ISTE NETS-S2. Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.

- Students will be able to participate in collaborative projects with their peers in other schools across nation and around the world.
- Students will be able to communicate with experts in various fields to obtain information.
- Students will be able to participate in distance learning classes not available at local schools.
- Students will have access to listings of assignments, school events, notices, reminders, etc. from their homes.

ISTE NETS-S3. Students apply digital tools to gather, evaluate, and use information.

- Students will have immediate access to the school's learning resource databases from classrooms and the media center.
- Students will have access to outside resources from classrooms and the media centers.
- Students will have access to individual educational plans and lessons for certain aspects of the educational process.

ISTE NETS-S6. Students demonstrate a sound understanding of technology concepts, systems, and operations.

- Students will have access to a computer lab where they will be taught basic computer use, keyboarding, word processing, along with use of multimedia

- tools, databases, spreadsheets, research and communication tools.
- Students will use a variety of special technological applications, i.e., physical science, life science, art, music, mathematics, applied technology, etc.

Teacher and Staff Use

The ISTE National Technology Standards (NETS-T) and Performance Indicators for Teachers:

ISTE NETS-T2. Teachers design, develop, and evaluate authentic learning experiences and assessments incorporating contemporary tools and resources to maximize content learning in context and to develop the knowledge, skills, and attitudes identified in the NETS-S.

- Teachers will use appropriate technology to present lessons and information and to create varied and authentic learning experiences for students.
- Teachers will use technology to enhance students' learning and engage them in the learning process, i.e., problem solving, simulations, demonstrations, tutorials, drill and practice, multimedia presentations, authentic products, etc.

ISTE NETS-T3. Teachers exhibit knowledge, skills, and work processes representative of an innovative professional in a global and digital society.

- Teachers will use technology as an integral part of their classroom for instruction, communication, and management.
- Teachers will have immediate access to a database of BCA curriculum goals, objectives, theme/unit plans, course syllabus, assessments, etc.)
- Teachers will have access to a student database with pertinent information about students' learning styles, special needs, special interests, curriculum accommodations, health data, emergency information, test scores, course registration, discipline records, etc.
- Attendance and grading will be done electronically.
- Teachers will communicate electronically with colleagues within the school, other districts, and across the nation for input, assistance, and exchange of ideas.
- Teachers will have access to a wide range of databases containing theme/unit plans and other educational resources.

- Teachers will use electronic mail for access to BCA and local school announcements, memos, calendars of committees and facilities, and each other.
- Staff voice and/or electronic mail will be available to all staff, students, and parents.
- Teachers will be able to use technology for student portfolio assessment.

ISTE NETS-T5. Teachers continuously improve their professional practice, model lifelong learning, and exhibit leadership in their school and professional community by promoting and demonstrating the effective use of digital tools and resources.

- Teachers will be able to engage in staff development programs delivered electronically.

Administrator Use

The ISTE National Technology Standards (NETS-A) and Performance Indicators for Administrators:

ISTE NETS-A1. Educational Administrators inspire and lead development and implementation of a shared vision for comprehensive integration of technology to promote excellence and support transformation throughout the organization.

- Administrator will use technology to manage information relative to curriculum implementation, student activity, and student and teacher performance.

ISTE NETS-A2. Digital Age Learning Culture Educational Administrators create, promote, and sustain a dynamic, digital-age learning culture that provides a rigorous, relevant, and engaging education for all students.

- Administrator will provide learner-centered environments equipped with technology and learning resources to meet the individual, diverse needs of Administration, Teachers, Staff, and Students.

ISTE NETS-A3. Educational Administrators promote an environment of professional learning and innovation that empowers educators to enhance student learning through the infusion of contemporary technologies and digital resources.

- Administrator will use electronic technologies to facilitate productivity, access information for decision-making and professional growth, and perform school management tasks.
- Administrator will use technology to conduct research regarding school wide needs and learning trends.
- The use of technology will enable administrator to communicate easily and frequently with parents, peers, students and staff.

Community Use

- The school community will use technology to participate in school learning and information resources for on-going personal development.
 - Parents will be able to communicate frequently and efficiently with school personnel and board members regarding relevant issues.
 - Parents will be able to retrieve information about school wide activities, local school activities, policies, and student progress.
 - Through technology, the school community will be able to serve as a resource to our schools through collaborative projects and enhanced communication and resource management.
- (adapted from other technology plans)

Appendix B

APPENDIX B

TECHNOLOGY INTEGRATION GRADE LEVEL GUIDELINES

Bethlehem Christian Academy uses technology as a tool to strengthen student learning in curriculum areas.

The following documents are designed to be a guide for the classroom teacher in the integration of technology curriculum. May be viewed in its entirety on websites provided.

The resources used to develop Guidelines are as follows:

- ❖ International Society for Technology in Education, National Educational Technology Standards (ISTE NETS)
- ❖ State of Ohio Educational Technology Standards
- ❖ Evaluation of several other school district technology plans

Appendix C

Technology Acceptable Use Policy

Opportunities/Privileges

- Students will have access to technology that will facilitate learning and enhance communication.
- Students will have access to information from outside resources, including monitored access to the Internet (direct supervision or electronic filtering).

Responsibilities

- Students are responsible for using the technology in their school to facilitate learning and for purposes consistent with the school's program.
- Students are responsible for adhering to the guidelines and standards established by the school for use of the equipment, software programs, labs, and networks.
- Students are responsible for obtaining permission from the Principal or their Teacher before using their own internet device and software on school equipment.
- Students are responsible for keeping equipment, programs, and files from being relocated, removed from school premises, corrupted, or modified without the permission of the Principal or their Teacher.
- Students are responsible for maintaining the privacy of passwords and the integrity of electronic mail systems.
- Students are responsible for using Internet and other telecommunication access only for appropriate school learning experiences.
- Students are responsible for adhering to all copyright guidelines.
- Students are responsible for avoiding sites that are profane, obscene, or that advocates illegal acts, violence or discrimination toward other people.

Disciplinary Action

Violations may result in:

- suspended use from equipment or the system,
- restricted access,
- financial restitution, and/or
- other appropriate disciplinary measures.

Internet Use Guidelines

In accordance with the Children's Internet Protection Act (CIPA), Filtering of Internet and World Wide Web will be provided and the responsibility of the school, Bethlehem Christian Academy.

Students will use the Internet as one information source for specific assignments. Students will also continue to use other information resources such as books, magazines, and CDs.

- Students will use the Internet to access sites, including search engines, that have been preplanned by their teachers.
- Staff in the library, computer lab, and classroom should supervise student use of the Internet.
- Students who need to print information from the Internet must have preapproval by the supervising staff.
- Students are responsible for adhering to copyright guidelines.
- The school does not accept responsibility of BYOD (bring your own device). The Students will be responsible for lose, damage, theft, or missing Internet Devices that are not purchased by the school.
- Students will be allowed, with staff supervision, to access the Internet during non-class times such as before school, lunch hour, and study halls keeping in mind that the Technology Acceptable Use Policy states that use of the Internet is for direct school learning experiences. The Internet is to be used for curriculum-related projects. General subject browsing, personal printing, personal e-mail, non-educational games, personal chat rooms, and downloading will not be allowed.
- Violation of these Internet guidelines may include the immediate loss of computer use privileges to the loss of computer privileges for the remainder of the year.

Elementary Student Technology Acceptable Use Agreement

Please print student's first and last

Name: _____

Grade: (Circle One) K 1 2 3 4

Students

- I will follow all school rules while I am on the computer.
- I will not damage the computers.
- I will not change other people's work without their permission.
- I will only go on the Internet with my teacher's help.
- I will only visit sites that my teacher tells me are appropriate.
- I will give out my name if my teacher tells me it is O.K.
- If I find something on the computer that makes me feel uncomfortable, I will tell my teacher right away.

- I will share the computers with my classmates.
- I will not print without my teacher's permission.
- I will not print more than what I need.
- I will let my teacher know if someone is not following the computer rules.

Student's Signature: _____

Date: _____

Intermediate Student Technology Acceptable Use Agreement

Please print student's first and last

Name: _____

Grade: (Circle One) 5 6 7 8

Students

- I will use technology resources in a responsible, ethical, and legal manner. I will use technology resources only for school related purposes.
- I will not access, modify, steal or destroy other user's data or work. I will not knowingly spread a computer virus, impersonate another user, violate copyright laws, install or use unauthorized software, damage or destroy resources, or intentionally offend, harass, or intimidate others.
- I will access the Internet only under appropriate supervision. I will only view sites that directly pertain to school-related assignments. I will not use school technology resources to create, distribute, download or view obscene, illegal, or inappropriate content. I will not plagiarize from the Internet. I will distribute copyrighted material only if I have the owner's written permission. I will immediately inform a staff member if I encounter material that is obscene, illegal, or inappropriate.
- I understand that the Bethlehem Christian Academy Acceptable Use Policy is still in effect when using School provided email outside of school.
- I will not use technology resources to engage in any commercial activity including the purchase of goods and services. I will not give out personal information (full name, address, phone number).
- I will use technology resources responsibly. I will not give out my passwords. I will not disrupt network usage by others. I will not monopolize technology resources, use print excessively, or use an excessive amount of shared data storage space.
- I understand that Bethlehem Christian Academy is not responsible for lost or deleted data.
- I will immediately notify a staff member or administrator if I am the subject of harassment while using technology resources or if I witness inappropriate use of technology resources.

I can be held accountable for failure to log off my student workstation if an AUP violation occurs while I am still logged into my user drive.

I have read, understand, and agree to abide by the Bethlehem Christian Academy Acceptable Use Policy.

Student's Signature: _____

Date: _____

(If a student is under the age of 18, a parent or guardian must also read and sign this agreement.)

Parents

Agreement with the Internet Acceptable User Policy

I have read the Bethlehem Christian Academy Technology Acceptable Use Policy. I have explained to my child what is expected, and I give my permission to use the technology resources according to the regulations set forth in the policy.

Parent's Signature: _____

Date: _____

OR

Refusal of the Internet Acceptable User Policy

I, _____, the parent/guardian of the above, do not agree to accept the terms and conditions of the Bethlehem Christian Academy Acceptable Use policy. In not agreeing to the terms and conditions above I realize that my son/daughter will not be given the right to use technology resources made available to him/her at the school.

Parent's Signature: _____

Date: _____