

# *Technology Plan*

*September 2009  
Through  
June 2012*

**LANDMARK ACADEMY**

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**[www.landmarkacademy.net/techplan.html](http://www.landmarkacademy.net/techplan.html)**

**74-903-8701**

***St. Clair County RESA***

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## Section 2: Introductory Material

### LANDMARK ACADEMY DISTRICT PROFILE

Landmark Academy is a public charter school academy located in Kimball, Michigan. Kimball Township is a suburb of Port Huron (approximate population 33,000) located in St. Clair County, which is located in Michigan's upper "thumb" (approximately 165,000 people).

Chartered by Saginaw Valley State University, Landmark is considered to be an independent Michigan school district open to any student residing within the state. Landmark's student body is made up of a variety of ethnicity and race, closely mirroring the proportions of St. Clair County. The demographic breakdown is:

#### Landmark Academy Elementary

Indian	2
Asian	9
Black	33
Hispanic	10
White	499
Total	553

#### Landmark Academy Middle School

Indian	1
Asian	1
Black	9
Hispanic	4
White	165
Total	180

#### Landmark Academy High School

Indian	1
Black	3
Hispanic	1
White	77
Total	82

Thirty Eight (38) percent of our students are At Risk.

Landmark opened in September of 1999 providing a school of choice for kindergarten through eighth grade. Our enrollment grew from 192 students during the initial year to over 800 for the 2008/2009 school year. We currently have four (4) kindergarten classes, four (4) first grades through fourth grade, and three (3) classes for fifth grade through seventh, and two (2) eighth through tenth grade classes. Landmark currently staffs 46 certified teachers and 31 teacher's assistants at the Middle School/High School level. Landmark's campus consists of a 42,000 square foot, single level building and it sits on a fifteen (15) acre site owned entirely by the academy. We are also leasing a 100,000 square foot building with an additional fifty (50) acres for our Middle School and High School.

Landmark Academy prides itself in having a strong academic program. Our curriculum promotes academic excellence for all students in the core subjects of mathematics, English / language arts, social studies, science, and reading.

## LANDMARK ACADEMY MISSION STATEMENT

*Landmark Academy, recognizing the unique giftedness of the individual student, will work in cooperation with the parents and the community to provide a nurturing and challenging environment that encourages academic excellence, character development, and a love for lifelong learning.*

## LANDMARK ACADEMY VISION STATEMENT

*Every Landmark Academy student will attain mastery of essential academic skills, demonstrate exemplary character, and understand their unique giftedness-becoming confident leaders and lifelong learners.*

## LANDMARK ACADEMY TECHNOLOGY VISION STATEMENT

*In pursuit of academic excellence, Landmark Academy will provide technology as a natural part of the education process to ensure students master core academic skills, preparing them to succeed in a technologically driven society.*

### **Section 3: TECHNOLOGY PLAN GOALS**

There are four major goals that are essential to the successful accomplishment of the district's technology vision. These goals are:

1. By integrating technology into the core academic areas, student performance will be enhanced by at least 10% by June 2012.
2. Increasing the entire staff's knowledge of the technology available and how they can appropriately integrate the technology in the core academic areas for all students by at least 10% by June 2012.
3. Utilize technology to maintain and increase proficiency of parent communication by June 2012.
4. Continuously assess the status of the Technology Plan, its goals, objectives, strategies and projected plans on an annual basis.

**Strategies:** Provide modern computers, learning devices, and technology-based instructional tools and materials to every student.

### **Section 4: A. Curriculum Integration**

**Goal:** By integrating technology into the core academic areas, student performance over all academic areas will be increased by at least 10% by June 2012. Performance will be tracked by assessments such as MEAP, Terra Nova and various assessments given at each grade level.

#### **Strategies**

1. Obtain a working classroom lab for use by our technology teacher.
2. 1 laptop cart will be available for use by elementary school students.
3. 2 laptop carts will be available for use by middle school students.
4. 1 laptop cart will be available for use by high school students.
5. Each teacher at Landmark Academy will have a laptop.
6. Each student in grades 2-5 will receive one (1) class per week in a technology classroom and one (1) class per week in Study Island.
7. All middle school students will use wireless laptops to produce research projects focused on the core curriculum.
8. Provide ongoing in-service training to ensure that all staff is aware of state technology benchmarks and that they know how to integrate them into core academic areas.
9. All students in grades two through eleven will use the internet for research projects and to reinforce classroom instruction.
10. By the time students reach 8<sup>th</sup> grade they will be familiar with and use age appropriate technology terminology.

## **Section 5: B. Student Achievement**

**Goal 1** Increase staff's knowledge of the technology available and how they can integrate it in the core academic areas by June 2012.

### **Strategies**

1. Provide in-service training for all currently available technology as well as all newly acquired technology detailing how to integrate it into current instructional practice. See timeline.
2. Hire on-site IT person to gain access to on-line support and on-site technology support personnel.
3. Monitor state and national standards addressing technology competencies for all staff members and take appropriate and timely action to ensure compliance.
4. Purchase and implementation of Study Island.
5. All staff to use Skyward program for their grades and electronic report cards.
6. Utilize technology such as Google Documents to increase communication among the teaching staff.

**Goal 2** Utilize technology to increase parent communication by June 2012.

### **Strategies**

1. All staff will use Skyward to increase parent communication.
2. Make the Technology Plan available for review through the web site, parent newsletters, and posting information in the school offices.
3. Encourage communication with parents through e-mail and develop interactive access to each classroom through the school's web site.
4. Provide seminars and training opportunities for parents.
5. Budget sufficient funds annually to ensure that the school's technology equipment remains current

**Goal 3** Continuously assess the status of the Technology Plan, its goals, objectives, strategies and projected plans on an annual basis.

### **Strategies**

1. Conduct an annual review of the technology element of the school using feedback and information from parents, students, staff, and onsite IT personel.
2. Reference the school web site in all marketing and communication efforts as a means of informing the community of the web site and inviting their input.
3. Use a variety of student assessment tools, including but not limited to a portfolio of work completed using technology.
4. Review technology curriculum and lesson plans periodically.

### **Year 1 (September 2009 through June 2010)**

- Continue integration of State Technology GLCES.
- 8<sup>th</sup> grade Technology Assessment
  - Action: Started Spring of 2010
  - Status: Ongoing each Spring 2009,2010,2011

### **Year 2 (September 2010 through June 2011)**

- Respond to teacher/staff need for current technology
  - Action: Increasing technology education
  - Status: Ongoing
- 8<sup>th</sup> grade Technology Assessment
  - Action: Started Spring of 2011
  - Status: Ongoing each Spring 2009, 2010, 2011

### **Year 3 (September 2011 through June 2012)**

- Monitor success of implementation; adjust plan as needed
  - Action: Survey, observe
  - Status: Ongoing each Spring 2009, 2010, 2011
- 8<sup>th</sup> grade Technology Assessment
  - Action: Started Spring of 2012
  - Status: Ongoing each Spring 2007, 2008, 2009

## **Section 6: C. Technology Delivery**

Landmark Academy will be using technology that will enhance student learning that includes virtual field trips, and interactive video conferencing. Landmark currently uses United Streaming to enhance learning in various core academic subjects.

- Each classroom is equipped with 2 student computers and at least one teacher computer, Internet access, and phone with voice mail.
- In Fall 2009, we will have a computer lab with 30 student computers for use during technology class and Study Island led by a full time technology instructor.
- Elementary students have access to 23 wireless laptop computers on a cart. With appropriate passwords to access our filter and parent permission students may access the Internet.
- Jr. High students have access to 36 wireless laptop computers on a cart. With appropriate passwords to access our filter and parent permission students may access the Internet.
- In fall 2009, we will be adding an additional cart of 36 wireless laptop computers for use by Jr. High students.
- High School students have access to 15 wireless laptop computers on a cart. With appropriate passwords to access our filter and parent permission students may access the Internet.
- Landmark Academy subscribes to United Streaming.
- Email address for all staff as well as student email addresses for High School students beginning 2009.
- Evaluating Virtual Field Trips and implementing them into classrooms.

## **Section 7: D. Parental Communications and Community Relations**

Our educational technology plan is available on our website.

Current practices at Landmark Academy:

- Our website provides updated information on newsletters, calendars of events, teacher/building contact information, and enrollment information.
- Parents can access teachers via email or voicemail.
- Parents can access their student information via Skyward at all times.

**Goal** Utilize technology to increase parent communication by at least 10% by June 2012.

### **Objectives**

Utilize Skyward, email, voicemail, and our website to acquire information when necessary.

## **Section 8: E. Collaboration**

Landmark Academy only provides education for kindergarten through grade eleven and, therefore, does not provide adult literacy programs as referenced in the state checklist.

## **Section 9: F. PROFESSIONAL DEVELOPMENT**

**Goal 1** By integrating technology into the core academic areas, the student's performance over all academic areas will be enhanced by at least 10% by June 2012.

### **Objectives**

1. Provide modern computers, learning devices, and technology-based instructional tools and materials to every student.
2. Incorporate technology standards and benchmarks with the core curriculum to enhance student learning.
3. Integrate the internet and interactive video into classroom instruction.
4. Integrate videos and video clips from United Streaming to develop better understanding of concepts.

### **Professional Development Strategies**

1. Conduct student surveys to assess their technology needs in 2009-2010 school year.
2. Partner with the authorizing university (Saginaw Valley State University) in developing Technology Pacing Guide to be used beginning in Fall 2009.

**Goal 2**        Increasing the entire staff's knowledge of the technology available and how they can appropriately integrate the technology in the core academic areas for all students by at least 10% by June 2012.

### **Professional Development Strategies**

1. Conduct annual survey of teachers, teachers assistants, administration to assess hardware/software needs and training opportunities.
2. Encourage the use of technology in all aspects of education by using resources such as the district policies, training manuals, library materials, online information via websites, RESA support.
3. Provide in-service training sessions on using Skyward student record software, MASER, Landmark's website, United Streaming, and other relevant technology sources that are found to be of value.
4. Introduce and integrate NETS standards to ensure teachers and administrators meet an acceptable level of competency in use of technology.
5. Conduct periodic surveys of staff and students to assess the degree to which technology has been meaningfully incorporated into the learning process and that progressive results are achieved. Revise rubrics, lesson plans, training plans, and needs accordingly.
6. Provide continual upgrades in hardware/software that address the school's needs and ensure technology remains useful and meaningful.
7. Utilize United Streaming technology and provide training if needed.

**Goal 3**        Assess the status of the Technology Plan, its goals, objectives, strategies and projected plans on an annual basis.

### **Objectives**

1. Design assessment tools to evaluate the effectiveness of current technology and make plans for meeting the future technology needs of the school.
2. Evaluate how successful the integration of technology has been with respect to increasing student performance.

### **Professional Development Strategies**

1. Utilize the Technology Team in creating an overall annual plan consisting of short-term goals, annual purchases, staff training, and evaluating results.
2. Meet a minimum of nine times each year to evaluate and make adjustments.
3. Meet with the staff at least quarterly to evaluate the technology plan especially as it relates to professional development needs.

## **Timeline**

### **Year 1 (September, 2009 through June 2010)**

- Conduct survey on all staff to assess hardware/software needs and training opportunities.
- Develop rubrics bases on core academic and technology benchmarks.
- Evaluate and adjust training plan

### **Year 2 (September, 2010 through June 2011)**

- Incorporate training in technology resources available through curriculum.
- Evaluate and adjust training plan

### **Year 3 (September, 2011 through June 2012)**

- Continue to work with Curriculum Director and Technology Committee to set up curricular integration of technology and deliver appropriate staff development.
- Evaluate and adjust training plan

## **Section 10: G. Supporting Resources**

Landmark Academy provides a number of different resources to support teaching and learning with technology. Some of our supporting resources include:

- Policies, such as an Acceptable Use Policy for computer and Internet usage.
- Staff members with specific areas of expertise function as mentors to other staff.
- Links to subject and grade specific websites supporting state benchmarks such as SVSU Regional Mathematics and Science Center.
- Study Island was just purchased in 2009 and will be used by all K-10 students beginning in the 2009-2010 school year.
- Evaluating Virtual Field Trips and implementing them into classrooms.
- Utilizing technology resources in art and music classes.

## **Section 11: H. Infrastructure Needs/Technical Specification and Design**

This plan represents the minimum technology that Landmark Academy believes is essential for our organization to effectively meet our educational goals. The technology team meets on an ongoing basis to assess our progress toward goals, evaluate emerging technologies, and update the technology plan accordingly.

An on-site computer technician has been hired to provide prompt response to technical problems. Equipment receives regular inspection and routine maintenance by the technician.

An inventory of hardware and software is completed and updated on an annual basis by the technology team. As new purchases and updates are planned, their compatibility with current technologies is examined and appropriate adjustments/updates are made. Updates to hardware and software technologies are imbedded in the technology plan.

The school currently maintains five (5) Windows 2003 Servers, One (1) Linux server, 187 Windows XP clients, and three Apple laptops on an Ethernet network. The entire school is wired with Category 5 cable and school-wide access to the internet is provided by two T-1 lines. The entire school is also equipped with wireless access to the network via Cisco Systems hardware. Ten (10) switches, five (5) UPS systems, a router, and a firewall make up the network infrastructure.

Each classroom has five (5) network ports and a minimum of two (2) computers connected to the network. Jr. High classrooms have access to twenty six (26) laptops on a cart. High school students also have access to twenty six (26) laptops on a cart and the Elementary students has access to twenty six (26) laptops on a cart as well. All (52) of the teachers also have laptop computers.

The school's two administrative offices have thirteen (13) ports with seven (7) computers connected to the network. The main wiring closet is located in the computer lab.

Ongoing training for teachers and staff is assumed as it relates to use of technology and software so Landmark has a full time, in house, technology coordinator to handle all of the technology troubleshooting. This technology coordinator works directly with teachers and staff to keep the systems and software up and operating and safe and secure, as well as making arrangements for training.

In an effort to continue academic excellence, the school will replace technology equipment on a four (4) year cycle. As internet based applications increase, the school will also need to upgrade it's current internet connection from multiple T1's to a fiber optic connection. The school will also begin to purchase some Apple computers to give a the students and staff a well rounded computer experience.

## **Section 12: I. Increase Access**

Current Practices in Landmark Academy

Landmark Academy has technology readily available to students and staff:

- Each classroom is equipped with 2 student computers and at least one teacher computer; Internet access, and phone with voice mail.
- Jr. High students have access to 26 wireless laptop computers on a cart. With appropriate passwords to access our filter (Sonic Wall & Open DNS) and parent permission students may access the Internet.
- Landmark Academy subscribes to various on-line resources such as United Streaming and Reading A-Z.
- Email addresses for all staff allows for increased communication at any time and can be accessed from any remote site, as well as High School students beginning in the 2009-2010 school year.
- Landmark also provides assistive technology for students with special needs with a small computer lab in the special education room.
- Looking into upgrading current internet connection to a faster connection speed.

## **Section 13: J. Budget and Projected Timetable**

An adequate funding plan is crucial to support the technology program at Landmark Academy. Therefore, the school has prepared technology-funding approaches, which will consist of:

- Encouraging school/business partnerships
- Pursuing private, state, and federal grants
  - E-Rate discounts for networking, wiring, telecommunications, and internet
  - E-Rate telecommunications
  - Technology Grants
- School fundraising activities
- Establishing a funding schedule for technology infrastructure: maintenance, support, upgrading, expansion, and addition of new technologies

In-house training will cost about \$2,000.00 annually. Educational discounts are continually being researched for educational hardware and software components of the program.

The following budget indicates approximated costs for the next three years. It includes educational hardware/software components, computers, TV/VCR/DVD stations, network printers and scanners, an LCD projector, video and digital cameras, MS Office XP/Professional (including site license), Internet and e-mail software, and anti-virus software.

## PRELIMINARY TECHNOLOGY BUDGET

	A	B	C	D	E	F
1	<b>Technology Plan Budget</b>					
2						
3		<b>2009- 2010</b>		<b>2010-2011</b>		<b>2011- 2012</b>
4						
5	Wages	76,500	1	80,600		84,500
6	Benefits	22,000		24,000		26,000
7	401k	6,120		6,448		6,760
8	Software	10,000		10,000		10,000
9	Network Costs-WAN	2,000		2,000		2,000
10	Network Costs-LAN	22,000	2	7,000		7,000
11	Service Agreements	2,400	3	2,400		2,400
12	Computer Equip Repairs	3,000		3,000		3,000
13	EI Computers	14,000		25,000		25,000
14	MS Computers	40,000		40,000		40,000
15	HS Computers	22,000		22,000		40,000
16	Internet Service	18,000	4	18,000		18,000
17	Supplies	5,000		5,000		5,000
18	Prof Development	2,000		2,000		2,000
19						
20		245,020		247,448		271,660
21						
23			1	Wages = D. Anderson, R. McGregor		
24			2	LAN = Construction Project in 2009-2010		
25			3	Service = Skyward monthly Fees		
26			4	Internet access - currently AT&T for 2 T-1 Lines		

## **Section 14: K. COORDINATION OF RESOURCES**

State, local, federal, and private sources will be coordinated as they become available to support implementing this plan. Current resources include operational funds, capital outlay, fund equity, and technology donations. The school will aggressively pursue grant funding to maintain and advance the technology at the school.

## **Section 15: L. MONITORING AND EVALUATION**

Landmark Academy will periodically evaluate the implementation of the programs and procedures developed within this plan to ensure that both curricula and instruction occur at a consistent level, noting strengths, weaknesses, and making adjustments to the plan when appropriate. These evaluations will be conducted by the management company, school administration, technology director, and the technology committee evaluation team.

The evaluations will be measured through needs assessments, student performance tracking, random sampling and interviewing, and administrative observations of teachers implementing technology into lesson plans.

### **Assessment Methods**

**Goal 1** By integrating technology into the core academic areas, the students over all academic performance will be enhanced by at least 10% by June 2012.

- The administrative staff will work with teachers to analyze the students' TerraNova, MEAP test results, and 8<sup>th</sup> grade technology assessment results annually.

**Goal 2** Increasing the entire staff's knowledge of the technology available and how they can appropriately integrate the technology into the core academic areas for all students by at least 10% by June 2012.

- The teachers will assess the students' academic performance through gauging proficiency in required benchmarks to determine how well technology has been integrated into classroom instruction.

**Goal 3** Utilize technology to increase parent communication by at least 10% by June 2012.

- Landmark Academy staff will have the opportunity to increase efficiency, productivity, and effective communication through the daily use of e-mail, voice-mail, website interaction, attendance and grade tracking (Skyward in 2<sup>nd</sup> through 10<sup>th</sup> grade). Any staff not using the technology will not be able to communicate grades and attendance, nor will they be able to communicate effectively with staff and parents.
- Attendance will be taken at parent/teacher conferences, parent night activities, the Friends of Landmark organization and other school events. This data will be compared with current attendance rates, at least annually, as a means of measuring parental participation.

**Goal 4** Continuously assess the status of the Technology Plan, its goals, objectives, strategies, and projected plans on an annual basis.

- The Landmark Academy technology planning team will meet to evaluate and assess the Technology Plan at least nine times annually. They will use the above referenced criteria to evaluate the Technology Plan's effectiveness in meeting the goals set forth in the plan. They will make any necessary adjustments to the components of the plan including goals, objectives, strategies and evaluation to ensure that the technology is furthering the education of all students.

## **THE LANDMARK TECHNOLOGY TEAM**

Darren Anderson	Systems Administrator
Kathryn Gorski	2 <sup>nd</sup> grade Teacher
Cerees Hazely	4 <sup>th</sup> grade Teacher
Kelly Cronce	High School Teacher
Tom Gostinger	Teacher/3-5 grade level leader
Rob McGregor	Technology Teacher
Felipe Macias	1 <sup>st</sup> grade Teacher, Parent
Sabrina Vincent	Teacher, Parent

## **Addressing Unmet Goals**

- ⇒ The technology planning team will meet and assign each unmet goal to a group member, or members, to investigate
- ⇒ The team will evaluate the findings of the member(s) including
  - Examining which portions of the goal **were** achieved
  - Examining which portions of the goal **were not** achieved
  - Analyzing the data collected in the evaluation process
  - Considering possible errors in the evaluation process
  - Determining what deficiencies led to the goal not being achieved
- ⇒ The technology planning team will explore alternative methods and/or modifications that could assist in achieving the goal in the future
- ⇒ The team will examine the potential need for additional training to assist in goal achievement
- ⇒ The technology planning team will consider the language utilized in the composition of the goal and determine whether or not the phrasing of the goal contributed to it not being achieved
- ⇒ The team will examine possible rephrasing of the goal that may assist Landmark Academy staff in achieving the established technology goals that were unmet
- ⇒ The team may revise the goal entirely if they believe it is necessary

## **Section 16: M. Student Internet/On-Line Services User Rules & Agreement**

Landmark Academy provides Internet access to its students to explore thousands of libraries, databases and bulletin boards throughout the world. Use of the Internet and other on-line information services is a privilege extended to students, faculty and staff to enhance learning opportunities.

Although the Internet offers valuable resources and opportunities for learning, some material accessible on-line may be illegal, defamatory, inaccurate or potentially offensive to some people. Use of the Internet and other on-line services in Landmark Academy is restricted to activities that support the educational goals and objectives.

Landmark Academy respects each family's right to decide whether or not to allow their child to access to the Internet and parental permission is required for students under the age of 18 to use on-line resources at Landmark Academy. The following guidelines have been established regarding the Internet and other on-line services:

- Students are responsible for good behavior on school computer networks, just as they are in classrooms and school hallways.
- Landmark Academy administrators will deem what is inappropriate use of the Internet and other on-line information services and their decisions are final.
- The administration, faculty and staff of Landmark Academy may deny, revoke or suspend student access accounts for inappropriate use of the Internet and other on-line information services.
- Landmark Academy reserves the right to review any material stored in files and may edit or remove any material which the staff, in its sole discretion, believes may be unlawful, obscene, abusive or otherwise objectionable.
- Transmission of any material in violation of U.S. or state regulations, including copyrighted, threatening or obscene materials, is prohibited.
- Use for commercial activities by for-profit organizations, product promotion, political lobbying or illegal activities is prohibited.
- The following uses of the internet and other on-line information services are not permitted;
  - a. Sending, receiving or displaying offensive messages or pictures
  - b. Using obscene language
  - c. Harassing, insulting or attacking others
  - d. Damaging computers, computer systems or computer networks
  - e. Violating copyright laws
  - f. Using another person's account and/or password
  - g. Giving your account and/or password to another person
  - h. Trespassing in another person's folders, work or files
  - i. Intentionally wasting limited resources
  - j. Employing the network for commercial purposes
  - k. Divulging personal information about yourself or others to strangers (includes addresses, telephone numbers, credit card numbers, passwords or other confidential information).

Violations will result in a loss of access as well as other disciplinary or legal action. School disciplinary action will be determined by the school administration in accordance with the Student Code handbook and Board Policies and may result in suspension or expulsion.

The signatures of both the student and the parent/guardian (for students under the age of 18) are mandatory before access to the Internet and other on-line services may be granted. (See Form attached.)

**Landmark Academy**  
**Internet/On-Line Services User Agreement and Parent Permission Form**

I have read and hereby agree to comply with the terms and conditions outlined above.

Students Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (please print): \_\_\_\_\_

Grade: \_\_\_\_\_ Date of Birth (mm/dd/yy): \_\_\_\_\_

As parent/legal guardian of the student signing above, I grant permission for my child to access network services such as electronic mail and the Internet. I have read and agree to Landmark Academy's Internet/On-Line Services Use Procedure, and understand that I may be held responsible for violations by my child. I understand that my child's access account can be used to access the Internet from computers outside the school community. I understand that some materials on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child, and conveying to him/her appropriate standards for selecting, sharing and/or exploring information and media.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_

# LANDMARK ACADEMY POLICIES AND PROCEDURES

## Content Filtering Policy

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**Undesirable Materials:** Landmark Academy will take all possible precautions to restrict access to undesirable materials including, but not limited to, installing content filtering software/hardware solutions on its network or using an internet provider which uses content filtering software on its equipment to screen all internet web sites by URL and/or by keyword search. However, students and teachers must also accept responsibility for restricting access to these materials. Students who gain access to undesirable Internet materials must report this material to their teacher. Teachers who gain knowledge of undesirable Internet materials must report this material to an administrator.

**Security:** Students and teachers must not allow others to use their network accounts (both internet and School accounts). Network storage areas may be treated like school lockers. Designated school personnel may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school file servers would always be private.

**Parental Permission:** Student and parent signatures on the Acceptable Use Internet Policy will allow independent student use of the Internet. Instructions on Internet use will be given to students by their teachers.

**Chat and User Groups:** Independent student use of chat and user groups is not allowed.

**Copyright and Citations:** Any copyrighted materials are subject to the Fair Use provision of copyrighted materials as it relates to education. Internet materials used in reports or other documents must be cited. If there is no direct citation, the Uniform Resource Location (URL) must be cited.

**Downloading:** Downloading from the Internet without approval from a teacher or building principal is not allowed.

**Private Internet Providers:** Students may not use school computers to access private internet providers.

Date Adopted \_\_\_\_\_

\_\_\_\_\_  
Board President's Signature