

TROY
ADVENTIST ACADEMY

Educational Technology Plan

2020-2021

<u>Categories</u>	<u>Components</u>
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<u>Local Mission Statement</u>	
<i>Should reflect school mission</i>	<p>Mission statement - Educating for this world and the next.</p> <p>TAA philosophy</p> <p>At Troy Adventist Academy (TAA) our philosophy is very simple – we want every student who passes through our doors to have the best of both worlds.</p> <p>We provide an education unsurpassed in its academic excellence, one that will prepare each student to step unashamed into any academic circle after he/she leaves. We desire that each student will learn to think his/her own thoughts rather than merely mirror the ideas of others. We will make it part of our curriculum to show each student how to get along with others, how to keep his/her body and mind healthy, how to work hard, and how to make good decisions about life. We will teach our students how to be good citizens of the world they live in today.</p> <p>We seek to help our students fulfill what we feel is the ultimate goal of education – to recreate in each person the image of God who created him. We want each child to grow spiritually, as well as physically, mentally, and socially. We will try by word and example to show each child how to love God best of all, and to show his/her love in a life of service to others. We will teach our students how to be good citizens of the world to come.</p>

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<u>Goals</u>	
<i>Should reflect school goals</i>	<ul style="list-style-type: none"> • To create a useful technological infrastructure that supports creativity and functionality in the classroom without disrupting productivity. • To give students instruction and experience in tools that are useful to them in their academic careers, and which will be relevant in their future personal and professional endeavors.
<i>Spiritual Component</i>	<ul style="list-style-type: none"> • To teach critical thinking with Biblical principles as the foundation for wisdom. • To train digital citizens with a Christ like behavior in their usage of technology and interaction with the world.

<u>Evaluation and Plan Review</u>	
<i>Annual review of Technology Plan and updates based on review</i>	First iteration of plan.

<u>Policies</u>	
<i>Acceptable use for students and staff</i>	MISDA Acceptable Use Policy TAA GSuite Usage Agreement
<i>Inclusion of policy in handbook</i>	Policy is available on school website, in the office, and a summary is included in the school handbook.

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<u>Technology Committee</u>	
<i>Frequency of meetings</i>	Bi-yearly or as needed
<ul style="list-style-type: none"> • <i>Committee composition (Teacher, board member, Administration, Home & School, IT Staff)</i> 	TAA School board or elected technology committee
<ul style="list-style-type: none"> • <i>Purpose (recommend to administration or implementation of policy)</i> 	The purpose of the committee is to review and update the technology plan as needed. To also keep track and research technology before it is purchased.

<u>• Infrastructure</u>	
<ul style="list-style-type: none"> • <i>School's physical or logical network (cabling, routers, wireless APs, LAN or VLAN)</i> 	<ul style="list-style-type: none"> • Wireless router in hallway and APs as needed.
<ul style="list-style-type: none"> • <i>Resources</i> 	<ul style="list-style-type: none"> • Google Admin Console (Software and hardware management) • GSuite for Education (Including Docs) • GoGuardian (Monitoring and filtering) • MobyMax (Curriculum resource) • TypingPal.com (Keyboarding resource) • MHEducation.com (McGraw-Hill Social Studies digital learning platform) • Flourish By Design (Science and LA resources) • ReadWorks.org (Language Arts resource) • TreeRing (Yearbook resource) • GoMath Think Central (Math resource) • Big Ideas Learning (Math resource)

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<u>Curriculum Integration</u>	
<i>Project or activity based skills that are embedded into classroom curriculum</i>	Teachers integrate technology skills into core content through a variety of activities, including presentations, spreadsheet applications (math and finance), blogging (language arts and technology), and online research projects, in addition to standard office productivity suite instruction.
<i>Keyboarding</i>	Students in 6 th grade and above complete keyboarding programs.
<i>Computer safety</i>	Students in all grades receive age appropriate internet safety and digital citizenship instruction through NetSmartz curriculum (NetSmartz.org).

<u>Professional Development</u>	
<i>Teacher(s)</i>	Currently no technology professional development is planned for teachers at the institutional level. They may pursue professional development on their own.
<i>Administration</i>	Currently no technology professional development is planned for administrators at the institutional level. They may pursue professional development on their own.

<u>Technical Support</u>	
<i>Means and availability of obtaining support (help desk, outside contract, local conference, etc.)</i>	Network support is available through volunteer support. No long-term or in-house technology support is in place.

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<u>Equipment Procurement Standard</u>	
<i>Donation acceptance policy</i>	Donations accepted on individual basis. No official policy in place.
<i>Minimum computer standards</i>	Devices should be able to connect to wireless network and access online resources with reasonable speed and reliability.
<i>Minimum software standards</i>	Online resources should be selected based on relevancy, ease of use (student, teacher, administrator), and cost.

<u>Equipment Lifecycle</u>	
<i>How long each computer should be used before replacement</i>	Before security support discontinues, equipment will be transitioned out of use. For Chromebook devices, they may last much longer than traditional PCs, and should be evaluated for usefulness as needed.

<u>Timetables</u>	
<i>Implementation of Technology Plan (Action Plans)</i>	<ul style="list-style-type: none"> • Form Educational Technology committee before Summer 2021 • Develop Professional Development plan for teachers and admin by Fall 2021 • Develop Policy for 1-1 Take-Home Devices by Fall 2021 • Begin purchasing additional Chromebooks beginning in Fall of 2020, with a goal of 1-1 devices (approx. 20 more) by Spring of 2023

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<u>Projected Funding</u>	
<i>Sources of funds</i>	Yearly budget item of \$1500 for Technology
<i>Technology fee, grants, fundraisers</i>	As TAA moves toward a 1-1 Take-Home Device policy, a technology fee should be considered to supplement funding.
<i>Current costs</i>	<ul style="list-style-type: none"> • GoGuardian subscription - \$100 yearly
<i>Projected costs</i>	<ul style="list-style-type: none"> • 20 additional Chromebooks - \$8000 from 2020-2023 • 1 additional charging cart - \$750 by 2022

<u>Backups and Inventories</u>	
<i>Backup Plan and Disaster Recovery</i>	Currently no backup hardware for staff and network infrastructure. We are currently trying to purchase Chromebooks since before Fall 2020, however they are in short supply due to COVID19 demands for online schools.
<i>Inventory</i>	<ul style="list-style-type: none"> • 10 Student Chromebooks (still waiting on these) • 1 Lenovo Laptop (Staff) • 2 Classroom Smartboards • 4 Document Cameras (staff) • 7 Desktop student computers

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Appendix 1

Technology and Internet Acceptable Use Policy

The schools of the Michigan Conference educational system understand the value technology and the Internet bring to education. Both student and parent(s) must sign the Technology and Internet Acceptable Use Policy as part of the registration process. This includes:

- A. Access to the Internet and use of technology at school
- B. The responsibility of students to also follow the Technology and Internet Acceptable Use Policy off campus

The Internet is a powerful resource for expanding the educational experience of each student. Access to the Internet will enable students to explore thousands of libraries, databases, curriculum materials, and personal information sites while exchanging messages with Internet users throughout the world. Unfortunately, it is true that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate or offensive. We believe, however, that the benefits to students exceed any disadvantages and, therefore, support the school's choosing to make the Internet and other forms of technology available to students.

Technology Usage at School: School technology is for educational purposes only. In order to access the Internet, parental permission is required. Access is a privilege-not a right. School staff may review files and communications to maintain system integrity and ensure that students are using the system responsibly.

Technology Usage Off Campus: In light of the fact that the use of technology is not limited to the boundaries of school grounds, this Technology and Internet Acceptable Use Policy also applies to the use of the Internet and/or any electronic device(s) off campus that would negatively impact the school, and/or the school/church family in any way.

Therefore, while utilizing technology on or off campus, students agree to adhere to the following Christian principles:

- I will be responsible and courteous in all communications.
- I will not utilize the Internet in a way that would demean, bully, intimidate, or in any way cause intentional hardship to another individual whether they be a student, faculty member, or otherwise.
- I will not post materials on social media and/or any other electronic media forums that would misrepresent the school's principles and stated values.
- I will use a personal electronic device (such as a smartphone, iPad, tablet, etc.) only if school policy allows and only within school guidelines and principles.
- I will not allow people to use my account(s) and will not share my password(s).
- I will respect confidentiality of accounts, folders, work, and files of others.
- I will observe copyright laws and will also give each source credit when using pictures, quotes and/or other material.
- I will not attempt to access or alter unauthorized areas of a computer system and/or network.
- I will not look at or participate in anything that is illegal.

Any activity not in compliance with these rules may result in a loss of access to school technology as well as other disciplinary and/or legal action. Additional regulations may be applied at the local school level.

Technology and Internet Acceptable Use Agreement

Student:

While utilizing the school's technology/Internet or while using off campus technology/Internet:

- I agree to follow Christian principles of conduct in my technology usage as stated in this document.
- If, while at school, I accidentally come across something that is illegal, dangerous, offensive, or harmful, I will clear the offensive material from my screen and inform my teacher or principal.
- I will not reveal names, school/home addresses, phone numbers, email addresses, or other personal information-mine or anyone else's.

I understand that if the school determines that I have broken one or more of the guidelines set out in the Technology and Internet Acceptable Use Policy, disciplinary and/or legal action may result. This may include my loss of access to technology at school.

Student Name: _____ School: _____

Student Signature: _____ Date: _____

Parent or Guardian:

- I understand that the Internet can provide students with valuable learning experiences.
- I understand that the school provides a filtering system on computers connected to the Internet. I also understand that the school cannot completely control what is accessed.
- I accept that, while teachers will exercise their duty of care, protection against exposure to harmful information is ultimately the responsibility of the student.

I have read and will support the Technology and Internet Acceptable Use Policy.

I believe _____ (name of student) understands his/her technology use responsibility, and I hereby give my permission for him/her to use technology, including the Internet while at school/school functions. I also understand that my child is responsible to follow the school's Technology and Internet Acceptable Use Policy while off campus.

Parent or Legal Guardian name (printed):

Parent or Legal Guardian:

(Signature) _____ Date: _____