



# ***International Academy of Saginaw***

*Member of the SABIS® School Network*

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## **TECHNOLOGY PLAN**

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*Vice-President, Board of Directors*

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*Academy Director*

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**Next State Review: June 30, 2015**

# Table of Contents

	Page
1. Cover Signature Page .....	1
2. Table of Contents .....	2
3. Technology Plan Committee members.....	3
4. Introduction –International Academy of Saginaw.....	4
5. Technology Vision & Mission Statement.....	8
6. Technology Goals.....	9
7. Goal One.....	10
8. Goal Two .....	13
9. Goal Three .....	19
10. Goal Four .....	21
11. Goal Five.....	23
12. Timeline .....	25
13. Evaluation .....	27
14. Acceptable Use Policy .....	29
15. CIPA.....	39

# Technology Committee

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Minerva Rosales, Vice-President, IAS Board of Directors

## Consultants:

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International Academy of Flint

IT Manager

Mark Blaubach

SABIS® Educational Systems

IT Manager – US Operations



The International Academy of Saginaw will be recognized as a provider of top quality education to a highly diverse student body. IAS will strive to help all students achieve their full potential, prepare them for success in college, equip them with the ability and desire for lifelong learning, and strengthen their civic, ethical, and moral values. IAS will maintain high standards of efficiency and accountability throughout its operation.

The academic goals of SABIS® Schools are:

- *Qualify every student for entrance into colleges/universities around the world*
- *Provide a well-rounded education based on a mastery of English and mathematics*
- *Enable students to acquire a firm command of a second language*
- *Train students in logical reasoning and critical thinking*
- *Prepare students to be able to sustain an intellectual effort for long periods*
- *Generate excitement for life-long learning*

SABIS® has developed a disciplined, proprietary approach to education over a period of more than 125 years. In that time, subjects, sub-subjects, topics and concepts have been cataloged into a database along with a determination of when each concept should be introduced in the curriculum and when each topic and concept should be learned so that higher-level concepts are built on a firm foundation.

The role of technology at the SABIS® Schools includes the following:

- **Academic Monitoring System:** The AMS™ is a proprietary, computerized system of testing. It is designed to monitor student learning and progress. These frequently and regularly (weekly) administered tests detect gaps in knowledge. Students and teachers work as a team to fill these gaps, thus accelerating the rate and efficiency of learning. AMS™ exams are administered in English and Mathematics. Administration and teachers receive a detailed and comprehensive analysis of student results. The printout provides them with the information needed to make instructional decisions.
- Computer classes have a defined SABIS® curriculum.
- Open Computer Lab time and computers in the media center: Reading, writing, communications, abstract reasoning, problem solving and critical thinking skills are emphasized in the SABIS® Program. Also, active student involvement as opposed to pure lecturing and listening are emphasized across the curriculum. The computers are used as tools in this pursuit.

There are several unique approaches in the SABIS® educational process:

- Scheduled testing periods, which eliminates taking time from class for testing.

- Weekly testing to determine what learning has occurred and the tracking of gaps.
- The use of test scanning equipment to provide quick feedback and for the generation of reports showing detailed information on each class, each student and for each concept, comparing the results of students by each class section.
- Off-site test development with each test question selected to determine if a student has learned the concepts taught that week. Teachers are provided sample questions but cannot teach to the test.
- Teachers are provided with a weekly pacing chart that informs the teacher when a concept is to be introduced and eliminates the need for teachers to spend time developing lesson plans. This additional time permits the teacher to concentrate on tailoring instructional delivery options to meet student needs.
- Timing for the introduction of a concept is based on a determination of when in the curriculum a student should learn that concept. Concepts are repeated at selected intervals and are to be learned by a pre-determined time in the curriculum. Each student is tested multiple times on important concepts to determine when and if that concept has been learned.
- The SABIS® Academic Monitoring System (AMS) is a unique use of computer technology in the maintenance of a database of subjects, sub-subjects and concepts. Exams are scanned and reports are provided to teachers which document the results of exams at the concept level. This process is a helpful tool to the administration in assessing a teacher's ability to teach students' scheduled concepts.
- Concepts not mastered are re-taught and students are provided tutoring, after-school academic support, peer tutoring or additional assistance until test show essential concepts have been mastered.
- Emphasis on English and mathematics is the critical foundation in the curriculum. Students failing to perform at grade level in English and mathematics are enrolled in intensive math and English classes to bring them up to grade level.
- The school day at International Academy of Saginaw begins at 8:00 AM and ends at 3:30 PM after which students may participate in after school activities, clubs and sports activities. Many students participate in the computer lab as an after school activity.
- SABIS® Educational Network publishes its own textbooks insuring correlation between pacing charts and the introduction of concepts and topics at appropriate times.

The SABIS® curriculum conveys a well-balanced body of knowledge, skills, and experiences in academics, languages, arts, music and physical fitness. English,

math, science, and world languages are emphasized as the gateways to any advanced learning and computers are tools used in this pursuit.

# Technology Vision and Mission Statements for School

## Technology Vision

*International Academy of Saginaw is committed to equipping students with the knowledge, skills and social judgment to help them face the challenges of the future. This includes the use of technology as a tool for life-long learning and as a personal tool to enhance the performance of any task undertaken.*

## Technology Mission Statement

*International Academy of Saginaw will aid students and staff to develop technology skills necessary to become proficient in using computers as tools in the learning process. IAS will also utilize technology software to monitor student progress, using the information to drive instruction.*

## School Mission Statement

### **International Academy of Saginaw will:**

- *prepare each student for success in college*
- *inspire a life-long love of learning*
- *foster responsible citizenship*

# TECHNOLOGY GOALS at International Academy of Saginaw

1. To provide needed technology resources, hardware, software, and support to improve teaching and learning.
2. To integrate national and state technology curriculums and the use of technology across the curriculums with appropriate technology that best supports and enhances the SABIS® curriculum.
3. To provide on-going technology training for teachers.
4. To make available technology training for students and their parents.
5. To provide appropriate funding to accomplish these goals.
6. Each classroom shall have access to modern, appropriate technology.

## GOAL ONE

**Maintain needed technology resources, hardware, software, and support to deliver curriculum, improve teaching, and learning.**

### TECHNOLOGY ASSESSMENT

All classrooms are cabled for data, with at least one drop in each classroom. The computer lab has additional drops. The Internet is accessible in all classrooms. Internet access is through a T-1 connection.

At this time, there is one computer lab in the building. The lab consists of 15 Acer computers running on Windows XP which are linked to the Internet and supported by an HP Proliant ML350 G5 Intel tower server which also supports other instructional computers as well as the classroom and administrative staff. There are computers in all of the administration and department offices, as well as the front offices, and in the staff workroom. A second server has been added to server as a backup domain controller and handle web filtering tasks.

Each computer in the lab uses Windows XP as an operating system to run all applications, whether locally or on the Windows 2000/2003 network. All computers have a local hard drive and access to a file server hard drive, as well as 2 network printers. The computers use Internet Explorer to access the Internet and Outlook and Outlook Express or web-based applications to access e-mail via the Internet. Internet access is available on computers in the lab.

In addition to the computer lab, computers are also available in other areas of the school for unlimited student use. These are listed as follows:

- The special education classroom has at least three computer installed for computer based learning activities.
- The Intensive room/Special Education room has a station with at least 2 machines available for student use. These computers will be used for

Read Naturally and educational games and activities to further reinforce concepts taught and reviewed in the intensive/tutoring and Special Education rooms.

- The Student Life Room, a room that will be heavily used by students throughout the day, will have computers available for student use via a prearranged time.

Distance learning/video conferencing equipment is also available. This has been provided by SABIS® for teaching, staff development, classroom observations, and meeting uses.

Applications available to the students include: Microsoft Office 2010, Internet Explorer, *Accelerated Reading*, *Read Naturally*, *Kid Pix*, *Mavis Beacon* as well as other Windows applications. Additional software, teacher selected and licensed for school use, will be purchased on an as needed basis.

### **FUTURE NEEDS**

Additional needs include the following:

- Wireless network covering the entire facility.
- Constant repair/replacement/upgrades of outdated equipment.
- A full-time System Technician employed at the school provides technical support.

The additional computers and other technology, as well as replacement technology, will be purchased through school funds, additional SABIS® funding, and grants, if available.

### **SUPPORT**

Additional network data support is available from the SABIS® Information Technology Manager located at the corporate office in Minnesota. Support has also been provided on a part time basis by a computer technician working at IAS's sister school in Flint, Michigan. If additional tech support is needed, the IAS administration team has identified resources and will coordinate all technology purchases, support, and repairs.

Two support issues have been identified that are in the process of being remedied:

- A web based or email based system for notifying the Business Manager of a technical need is being developed. This will include a maintenance/repair record for every piece of hardware.
- All computers need to be cleaned and general maintenance performed once a year. Since the computers are being used all year, a schedule is being developed in order to guarantee the maintenance is being done on a regular basis.

### **ADDITIONAL RESOURCES**

Many of the policies and procedures guiding the International Academy have been developed by the SABIS® Organization. These include selection policies, licensing policies, and management software documentation. Software supporting the SABIS® curriculum is purchased and distributed to all the SABIS® Schools. Additional software is selected via feedback from individual teachers and/or departments and purchased through the building budget.

As a member of the SABIS® Organization, the International Academy of Saginaw utilizes the aligned curriculum, as well as supported resources, that are provided.

## GOAL TWO

**Integrate the technology curriculum and the use of technology across the curriculum with appropriate technology that best supports and enhances the SABIS® Curriculum**

### CURRICULUM

The Technology Committee will work with curriculum leaders and school improvement team members to identify school academic improvement areas.

Specific projects will be developed that not only address the technology knowledge and skills students should possess to be successful, but will also address curricular concepts that have been identified through the school improvement processes.

**A. Goals and strategies, aligned with challenging State standards, for using telecommunications and technology to improve teaching and learning.**

Technology is a tool to support the curriculum, to reinforce prior learning, to increase productivity, and to encourage creativity and problem solving.

#### ***Technology Curriculum Goals***

- I. Technology standards and benchmarks are to be integrated into existing content standards and applied to established school curricular content.
- II. Technology skills need to be demonstrated in curricular areas throughout the student's K-12 experience.
- III. Grade level teachers will plan where to apply standards and benchmarks.
- IV. Technology integration will result in increased student achievement.

**B. Strategies that are based in research and that integrate technology into curricula and instruction for purposes of improving student academic achievement and a timeline for this integration.**

The implementing of technology in cross curricular activities is a major focus of our overall curriculum. Staff development is based upon the following: curriculum alignment, classroom management, technology integration, and team-building. Staff development includes best practice training in instruction, curriculum development, and student learning.

- The use of PST (Performance Series Testing) tests students annually in grades 2-8 in the areas of reading and math and in early elementary, ITBS scores are analyzed to improve instruction through the use of data.
- The Academic Monitoring System (AMS) is a proprietary, computerized system of testing, designed to monitor student learning and progress. These regularly administered tests detect gaps and the student and teacher work as a team to fill these gaps. Teachers and administration receive a detailed analysis printout of the results.
- The STAR assessment of reading level is used in grades 1-up. STAR is paired with Accelerated Reader and is a component of the IAS Reading Program. Knowing which books to choose from the media center to read independently has increased readership AND reading levels. The STAR/AR program allows us to track student's reading progress.
- Read Naturally is a computer-based program which helps students build reading fluency. Data is stored and used to drive reading instruction at all grade levels.

## *Elementary Curriculum Overview*

This curriculum, developed by SABIS®, is designed to establish standards for all elementary students at International Academy of Saginaw. This curriculum sets forth learning outcomes for all elementary school students and is delivered by the computer technology teacher who is responsible for teaching these outcomes. Students will be introduced to the keyboard as early as first grade. The skills students will need to master, at each elementary grade level, have been identified. Students will exit the fifth grade being able to type using ergonomically correct posture and positioning.

In addition, this curriculum provides that IAS students will have experiences in word processing at all grades, as well as an introduction to desktop publishing to students in grades 2-5. Our elementary grades will also incorporate technology into other areas of the curriculum. Students will take part in a project-oriented approach to technology. Some projects may include book reviews, class newspapers, book publishing, research reports, introductory multimedia projects, and telecommunications with children in other schools.

Students will exit elementary school:

1. having a competency level in keyboarding;
2. having mastered defined outcomes in word processing;
3. and having demonstrated knowledge in desktop publishing, electronic research, telecommunications, and developing multimedia projects.

### **C. Strategies for the delivery of specialized or rigorous courses and curricula through the use of technology, including distance-learning technologies.**

The International Academy of Saginaw will employ alternative methods of instructional delivery through distance learning using various technologies (when/if available), including (but not limited to):

- Video-Conferencing

Where sufficient network bandwidth allows, video-networking resources will be used to enhance existing curricular areas at all grade levels by conferencing via video with other SABIS® Schools.

- Virtual Field Trips

Individual classrooms will utilize opportunities to explore educational topics electronically. Virtual field trips will be created in which students visit a variety of websites that relate to the current topic being studied.

**D. Strategies to promote parental involvement and to increase communication with parents and community, including a description of how parents and community will be informed of the technology to be used with students.**

The International Academy of Saginaw will increase communication with parents and the community by continuing existing methods of communication and implementing new projects, including:

- Weekly Newsletters (classroom, building, and district) are distributed via student-delivery and postal mailings, and are posted on the district website. (<http://www.ias-sabis.net>)
- Maintaining the school web page to inform parents and the community about general news, activities, policies, and other bulletins.
- Updating the school website.
- Information is disseminated to the community in face-to-face meetings such as parent/teacher conferences, Back-to-School Night, orientation or grade level meetings. In addition, school web pages provide another avenue of communication, as do more traditional, paper methods such as building newsletters, communication, and building handbooks.
- Implementing a secure online information system, SABIS® Webparent, allows parents/guardians access to student grades, attendance, behavior, and other relative data via the computer.
- Parent nights showcase technology, introduce new curriculum, familiarize parents/guardians with new policies, updates, etc.
- Continuing to expand our current e-mail system for teachers, administrators, and other instructional staff in order to provide effective communication between staff, parents, and community members.
- Reporting progress annually to the school board on the meeting of goals and objectives.
- Members of the Board of Education receive reports and other pertinent information via email.
- Including parents and community members in building-level technology committees.

- Providing on-line access to the district's technology plan to anyone who visits the IAS website.

**E. Strategies for developing the program, where applicable, in collaboration with adult literacy service providers.**

International Academy of Saginaw is technologically equipped to serve programs such as ESL, if needed. Designated rooms throughout the building have a least one computer with direct access to the Internet which could allow access to a myriad of literacy resources. There is also a resource room for students and teachers that provides access to a variety of electronic and print reference materials. Currently, there is not an organized Adult Ed program in place because of lack of demand and interest in our area. If needed however, IAS would welcome a program in Adult Ed.

### INTEGRATION

At the present time, technology is integrated into the school program in the following manner:

- The Academic Monitoring System (AMS) is a proprietary, computerized system of testing, designed to monitor student learning and progress. These regularly administered tests detect gaps and the student and teacher work as a team to fill these gaps. Teachers and administration receive a detailed analysis printout of the results.
- Available time in the computer lab is used by students to complete research, publish documents, work on the yearbook, Read Naturally and complete Accelerated Reader quizzes. All of the computers in the lab have Internet access.
- Video conferencing equipment which connects the International Academy of Saginaw with other SABIS® Schools provides an opportunity for classes to be conducted by master teachers at other schools.

In addition to the uses listed above, the following integration activities are planned:

- During the computer classes, the computer teacher will team teach a lesson with the regular education teachers that will integrate the use of technology and the technology curriculum into a core curricular lesson. For example, when the fourth grade teacher is teaching Michigan history, the computer

teacher will teach Internet research skills, searching for specific information on Michigan.

- The Technology Committee will evaluate the specific State of Michigan Technology Benchmarks/Framework and integrate them into the school program as appropriate. The ISTE National Student Standards will also be evaluated for inclusion.

## GOAL THREE

# Provide on-going technology training for all teachers.

### STAFF DEVELOPMENT

Technology staff development addresses two areas:

- skill development
- application

A needs assessment survey will be developed to determine the specific abilities, interests, and needs of staff. Based on the results, the following will be organized by the Technology Committee:

- During two of the Professional Development Days a one-hour staff development program will be organized. The programs may include skill training and integration. Examples of sample sessions are recommended and could include: integrated lesson websites ([www.studyisland.com](http://www.studyisland.com)) and desktop publishing (how to do it and what to do with it in your classroom).
- The computer teachers will meet with classroom teachers to develop team taught, integrated lessons.
- The following additional staff computer skill development opportunities will be available:
  - training within the school on an as needed basis.
  - courses available through Saginaw Intermediate School District.
- Training in the use of the SABIS® Academic Monitoring System (AMS) and Student Management System (SMS) will be provided.

Teachers will be encouraged to attend seminars, workshops, and courses on the use of technology in the curriculum which will be used where appropriate in the SABIS® Program.

Each fall teachers will complete a needs assessment based on national standards to determine the progress being made in the development of both skills, as well as integration methods which will be the basis of the activities provided during the

course of each school year. All of the above will be implemented into the School Improvement Plan and part of each School Improvement Planning Meeting as well as each staff member's professional development plan.

### **STAFF DEVELOPMENT RESOURCES**

The resources that will be used in the above activities include:

- ISTE National Standards
- In house expertise
- SABIS® resources
- Saginaw Intermediate School District
- Local consultants
- State conferences
- Identified trainers/resources
- On-line resources

## GOAL FOUR

**To make available technology training to all students and their parents.**

### COMMUNITY ACTIVITIES

- computer literacy;
- the Internet;
- resume writing;
- web access;
- ordering school uniforms via the web.

In addition, the International Academy of Saginaw believes that programming needs to be extended beyond the regular school day. As a result,

- The Computer Lab is open for student use after school during regular school days. The after-school program offers structured and unstructured activities in the Computer Lab. Sessions are offered each term in Read Naturally. During other sessions, the Lab is available for free time where students can choose activities or programs, with supervision, that meets individual needs and desires.
- The four week Summer School Program includes the use of the Computer Lab to take Accelerated Reader quizzes and participate in the Read Naturally Program via computer.

The goal is to continue providing Computer Lab access and courses after regular school hours for both students and parents. Availability of specific classes will be determined by interest and funding.

While not attempting to supplant the programs provided through other school districts and community resources, the International Academy of Saginaw will attempt to provide extended school day services for its students and parents.

In addition to above, International Academy of Saginaw will sponsor and support various activities throughout the school year in an effort to inform parents about school technology initiatives.

- At various times throughout the year, a section will be devoted in the Weekly Update informing parents how students are benefiting from technology in the classrooms and school. This will also help communicate the school e-mail address, web site information, and upcoming workshops and/or events that could involve families and/or the community. Parents will be reminded that contacting the school is just a click or an e-mail away, as every administrator has an e-mail address that can be utilized for communication purposes.
- A Parent/Guardian Technology Night will be presented at the school once each year. At this meeting, parents/guardians will be given hands on experience working with the technology that their children use at school every day. Parents/Guardians will have the opportunity to ask questions and address concerns they may have regarding technology in the classroom. Evaluations will be given to determine the needs for additional content areas for hosting future Technology Nights.

## GOAL FIVE

**Provide appropriate funding to accomplish these goals.**

### BUDGET

Item	2012-13	2013-14	2014-15
Outsourced support	\$7,000	\$8,000	\$10,000
New Hardware	\$10,000	\$29,900	\$39,000
Repairs	\$3,000	\$3,500	\$4,000
Supplies	\$4,000	\$3,600	\$2,450
**Software	\$4,000	\$3,800	\$4,500
Internet Access	\$3,300	\$3,300	\$3,300
Staff Development	\$1,000	\$2,000	\$2,500
<b>Total:</b>	<b>\$30,300</b>	<b>\$51,100</b>	<b>\$62,750</b>

\*\*The software budget does not include software provided by SABIS®, including management purposes, as well as curriculum support and licensing fees paid by SABIS®.

### FUNDING

The technology budget is funded through the following resources:

- The operational budget provided by the SABIS® organization.
- Start up funding for cable and hardware provided by SABIS® when an addition or building is added.
- Technology funds for hardware and software provided by SABIS®.
- USF reimbursement.
- Title I funds used to purchase some software, as well as support professional development opportunities for staff members, following our School Wide Professional Development Plan.
- Grants such as the 21<sup>st</sup> Century Grant, Title I, Title V and other grants that we may be awarded in the future.

Additional funding for the technology needs in the next three years will be determined by the successful acquisition of funds through:

- School budget.
- Universal Service Fund Grants.
- Other grants.

# Timeline

## 2012-13 School Year

- Computer classes added as sections are added
- Staff development needs assessment administered
- Technology Committee formed, with new or additional members from previous year
- Access to computer programs/websites in intensive and student life rooms
- Integration of federal and state Technology Benchmarks into the SABIS® Curriculum
- Software purchasing process developed
- Maintenance process developed
- Universal Service Fund Grant
- Technology night for parent are offered
- After school and summer programs for students
- Pursuit of grants for next school year

## 2013-14 School Year

- Needs assessment of staff developed and administered
- Staff development begins
- Integration process begins
- Open Lab is available after school
- Maintenance on all equipment is performed, per process developed, throughout the year
- Computer classes added as needed
- Needs assessment for staff administered
- Technology Committee is formed, with new or additional members from previous year

## 2014-15 School Year

- Universal Service Fund Grant
- Technology classes for parents are offered
- After school and summer programs for students
- Pursuit of grants
- Staff development continues
- Integrations process expands to more teachers
- Open Lab is available after school

- Maintenance on all equipment is performed
- Computer classes added as needed
- Needs assessment for staff administered
- Technology Committee is formed, with new or additional members from previous year
- New Technology Plan is developed

# EVALUATION

## EVALUATION

The International Academy of Saginaw's success in meeting the goals presented in this Technology Plan will be monitored by the Technology Committee. The Committee, chaired by the IAS Administration Team, will meet quarterly to evaluate the status of the goals being met and to make adjustments as needed. At the beginning of each year, the committee will add new members, depending on need or staff desire. In addition to meeting quarterly, the committee will also present a Technology Plan Update to the Board of Directors, once each year. The report will include each goal, summary of activities and evaluations, goals not met and the reasons for lack of success, and any adjustments that need to be made in the current plan in order to achieve the goals outlined in the plan.

Each goal will be evaluated using the following method:

**GOAL ONE:** To provide needed technology resources, hardware, software, and support to improve teaching and learning.

- **Evaluation:** The staff assessment will be updated twice a year. The completed assessments will be reviewed and the needs will be discussed and dealt with by the Technology Committee. Staff will have an opportunity for input, and overall assessment results will be shared with the staff and the School Improvement Team.

**GOAL TWO:** To integrate the technology curriculum and the use of technology across the curriculum with appropriate technology that best supports and enhances the SABIS® curriculum.

- **Evaluation:** The computer teacher will present a report to the Technology Committee twice a year. This update will describe the integration activities/lessons that the computer teacher integrated and/or team-taught with classroom teachers. Integration questions will be included on the annual staff needs assessment.

**GOAL THREE:** To provide ongoing technology training for all teachers.

- **Evaluation:** Teachers will complete evaluation forms at the end of each professional development and training session. The person organizing and/or hosting the staff development activity will develop the evaluation forms. The completed evaluation forms will be compiled and reviewed by

the Technology Committee and the results will be included in the Board of Directors report, as well as shared with the staff at a monthly staff meeting and/or School Improvement Team update.

**GOAL FOUR:** To make available technology training for all students and their parents.

- **Evaluation:** Parents will complete evaluation forms at the end of each session or activity. The evaluation forms will be developed and compiled by the Technology Committee. The results will be included in the Board of Directors report, as well as submitted to the School Improvement Team.

**GOAL FIVE:** To provide appropriate funding to accomplish these goals.

- **Evaluation:** Successful acquisition of funds. The budget will be evaluated and adjusted at the end of each school year.

# ACCEPTABLE USE POLICY

## EMPLOYEE USE POLICY FOR INTERNET CONNECTION

The International Academy of Saginaw's Internet connection is intended for educational purposes only. Access to the Internet is a privilege, not a right. Inappropriate use not only reflects on The Academy, but may lead to penalties, including revocation of privileges, disciplinary action and, if warranted, legal action.

Among unacceptable uses of the Internet are the following:

- Use at school for non-school related activities.
- Use in violation of federal, state, or local laws, including sending or receiving copyrighted matter without permission.
- Commercial use
- Sending patently harassing, intimidating, abusive, or offensive material to or about others in messages, public or private.
- Sending chain letters or pyramid schemes, "broadcasting" inappropriate messages to lists or individuals, and any other kind of use that would congest the Internet or otherwise interfere with the work of others.
- Sending or receiving pornographic material, inappropriate text files, or files dangerous to the integrity of the network.

- Vandalizing, defined as any deliberate attempt to change files not belonging to you, or harming or destroying the work, systems or data of another user, including uploading or the creation of computer viruses.
- Engaging in the illegal distribution of software (“pirating”).
- Knowingly using another person’s password or misrepresenting your identity, or giving one’s own password to others.
- Failing, when downloading information, to comply with any associated terms or conditions specified by the supplier of that information.
- Expressing views or opinions not clearly identified as your own and not those of The Academy.
- Circumventing security measures on school, remote computers, or networks.

### E-MAIL

All of the foregoing also applies to the use of E-mail.

E-mail is not like a letter in an envelope. E-mail is like a postcard. The contents of your message is out in the open. There is no easy way to mark a message “confidential.” Your message may be viewed during the mailing process. Your message, if inadequately addressed, may be read by a “postmaster” trying to redirect it correctly. Your message may be forwarded or printed. Your message may be stored, perhaps in the directories of the person who receives the message, indefinitely.

People who may never meet you will be forming impressions about you based on the way you compose your E-mail messages.

### **AGREEMENT**

The International Academy is not liable for the actions of anyone connecting to the Internet. All users shall assume full liability, legal, financial or otherwise, for their actions.

The International Academy takes no responsibility for any information or materials transferred through the Internet.

The International Academy makes no guarantees, implied or otherwise, regarding the reliability of the data connection. The International Academy is not liable for any loss or corruption of data resulting while using the Internet.

The International Academy reserves the right to examine all data stored in the machines involved in the Internet link to ensure that all users are in compliance with these regulations.

Although each employee has an individual password to access the system, it belongs to The Academy, and all E-mail messages are school records. No employee should have any expectation of privacy as to his or her use of the Internet or E-mail. The International Academy reserves the right, for legitimate school purposes, to access and disclose the contents of employees' electronic communications without regard to content, and to conduct periodic, unannounced inspections of E-mail communications.

**ACKNOWLEDGEMENT**

I have read The International Academy of Saginaw's Employee Use Policy for Internet Connection, accept and agree to abide by all rules. I agree to indemnify, protect and hold harmless The International Academy of Saginaw and all other organizations related to The Academy's Internet connection from any claim or liability whatsoever, whether in contract, tort, or otherwise, that may result from my use of the Internet and E-mail.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Copy A – Employee to retain this copy**

**KEEP THIS COPY FOR YOUR RECORDS. DO NOT RETURN IT TO THE  
ACADEMY.**

**ACKNOWLEDGEMENT**

I have read The International Academy of Saginaw's Employee Use Policy for Internet Connection, accept and agree to abide by all rules. I agree to indemnify, protect and hold harmless The International Academy of Saginaw and all other organizations related to The School's Internet connection from any claim or liability whatsoever, whether in contract, tort, or otherwise, that may result from my use of the Internet and E-mail.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Copy B – THIS COPY MUST BE RETURNED TO THE FACILITIES AND PERSONNEL MANAGER.**

Through The International Academy's Internet connection, students have an unparalleled opportunity to participate in a global community of information and learning. With such an opportunity comes responsibility. For a student at The International Academy to use the Internet, he or she must comply with the following rules and sign the agreement. The agreement must also be signed by a parent or guardian.

### **STUDENT USE POLICY FOR INTERNET CONNECTION**

The International Academy's Internet connection is intended for educational purposes only. Access to the Internet is a privilege, not a right. Inappropriate use not only reflects on The Academy, but may lead to penalties, including revocation of privileges, disciplinary action, and, if warranted, legal action.

Among unacceptable uses of the Internet are the following:

- Use at school for non-school related activities.
- Use in violation of federal, state, or local laws, including sending or receiving copyrighted matter without permission.
- Commercial use.
- Sending patently harassing, intimidating, abusive or offensive material to or about others, in messages public or private.
- Sending chain letters or pyramid schemes, "broadcasting" inappropriate messages to lists or individuals, and any other kind of use that would congest the Internet or otherwise interfere with the work of others.

- Sending or receiving pornographic material, inappropriate text files, or files dangerous to the integrity of the network.
- Vandalizing, defined as any deliberate attempt to change files not belonging to you, harming, or destroying the work, systems, or data of another user, including uploading or creation of computer viruses.
- Engaging in the illegal distribution of software (“pirating”).
- Knowingly using another person’s password or misrepresenting your identity, or giving one’s own password to others.
- Failing, when downloading information, to comply with any associated terms or conditions specified by the supplier of that information.
- Expressing views or opinions not clearly identified as your own and not those of The Academy.
- Circumventing security measures on school or remote computers or networks.

### **E-MAIL**

All of the foregoing also applies to the use of E-mail.

E-mail is not like a letter in an envelope. E-mail is like a postcard. The contents of your message is out in the open. There is no easy way to mark a message “confidential.” Your message may be viewed during the mailing process. Your message, if inadequately addressed, may be read by a “postmaster” trying to redirect it correctly. Your message may be forwarded or printed. Your message may be stored, perhaps in the directories of the person who receives the message, indefinitely.

People who may never meet you will be forming impressions about you based on the way you compose your E-mail messages.

### AGREEMENT

The International Academy is not liable for the actions of anyone connecting to the Internet. All users shall assume full liability, legal, financial, or otherwise, for their actions.

The International Academy takes no responsibility for any information or materials transferred through the Internet.

The International Academy makes no guarantees, implied or otherwise, regarding the reliability of the data connection. The International Academy is not liable for any loss or corruption of data resulting while using the Internet.

The International Academy reserves the right to examine all data stored in the machines involved in the Internet link to ensure that all users are in compliance with these regulations.

Although each student has an individual password to access the system, it belongs to The Academy, and all E-mail messages are school records. No student should have any expectation of privacy as to his or her use of the Internet or E-mail. The International Academy reserves the right, for legitimate school purposes, to access and disclose the contents of students' electronic communications without regard to content, and to conduct periodic, unannounced inspections of E-mail communications.

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_, have read The International Academy's  
(Print Student's Name)

Student Use Policy for Internet Connection, accept it and agree to abide by all rules.

Signed: \_\_\_\_\_  
Student's Signature

Date: \_\_\_\_\_

I, \_\_\_\_\_, the parent or guardian of the  
(Print Parent / Guardian's Name)

above, agree to indemnify, protect and hold harmless the International Academy, its employees and agents, and all other organizations related to The Academy's Internet connection from any claim or liability whatsoever, whether in contract, tort, or otherwise, that may result from my child's use of the Internet and E-mail.

Signed: \_\_\_\_\_  
Parent/Guardian's Signature

Date: \_\_\_\_\_

**Copy A – Parent/Guardian of Student to Retain this copy**

**KEEP THIS COPY FOR YOUR RECORDS.**

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_, have read the International  
(Print Student's Name)

Academy's Student Use Policy for Internet Connection, accept it and agree to abide by all rules.

Signed: \_\_\_\_\_  
Student's Signature

Date: \_\_\_\_\_

I, \_\_\_\_\_, the parent or guardian of the  
(Print Parent / Guardian's Name)

above, agree to indemnify, protect and hold harmless The International Academy, its employees and agents, and all other organizations related to The Academy's Internet connection from any claim or liability whatsoever, whether in contract, tort or otherwise, that may result from my child's use of the Internet and E-mail.

Signed: \_\_\_\_\_  
Parent/Guardian's Signature

Date: \_\_\_\_\_

**Copy B – THIS COPY MUST BE RETURNED TO INTERNATIONAL ACADEMY  
OF SAGINAW IMMEDIATELY.**

# CHILDREN'S INTERNET PROTECTION ACT

## CHILDREN'S INTERNET PROTECTION ACT

The International Academy of Saginaw has complied with CIPA. The following requirements have been accomplished:

1. The School policy addresses:
  - Access by minors to inappropriate matter
  - Safety/security of minors when using e-mail, chat rooms, other direct electronic communications
  - Unauthorized access, including "hacking" and other unlawful activities by minors online
  - Unauthorized disclosure, use and dissemination of personal information regarding minors
  - Measures designed to restrict minors' access to materials harmful to minors.
2. The School has included a firewall/filtering device, Websense, which updates daily and blocks harmful and inappropriate websites and content.
3. The students Internet time is limited and their online activities are monitored.