

Technology Plan Cover Page

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Introductory Material

Plan History:

Hartland Schools began implementing technology plans to guide the procurement and use of educational technology in 1996 which coincided with the passage of a Bond involving the procurement of a significant amount of technology. Since that time, Hartland technology has traditionally been supported by the passage of School Bonds and most recently with a Sinking Fund, the most recent School bond of which was approved by voters in August 2020. The passage of these various Bonds and Sinking Fund has been essential for the implementation of Hartland's Technology Plans. The plans themselves have always been used as the guide for the development of the scope of work for the technology portion of Hartland Bonds.

Mission Statement:

The Hartland Consolidated Schools, in cooperation with the community, will provide a positive environment for the development of productive and caring individuals of all ages. We are teaching for learning for life. Vision Statement: Hartland Consolidated Schools: A community of learners shaping successful tomorrows

Vision Statement:

Hartland Consolidated Schools: A community of learners shaping successful tomorrows.

District Profile:

The Hartland Consolidated School District is located in Hartland, Michigan, which is both a suburban and rural community. With less than a one-hour drive to any one of four larger cities (Flint, Detroit, Lansing, and Ann Arbor), Hartland has the tranquility of a rural town, but the convenience of a major city suburb. The Hartland Schools is a Class A district with a population of approximately 5000 students, just under 300 teachers, 5.4 FTE Technology Personnel and a total of about 600 employees. The community is composed of business people, farmers, professionals, service employees, children, parents, retirees, and clergy who are caring people dedicated to the School District in its desire to offer Hartland students a safe and quality education.

School Buildings

Creekside Elementary School (K-4)

3480 East Street
Hartland, MI 48353
Population: 432

Lakes Elementary School (K-4)

687 Taylor Road
Brighton, MI 48114
Population: 468

Round Elementary School (K-4)

11550 Hibner Road
Hartland, MI 48353
Population: 388

Village Elementary School (K-4)

10632 Hibner Road
Hartland, MI 48353
Population: 451

Hartland Virtual Academy (9-12)

9525 Highland Road
Howell, MI 48843
Population: 24

Hartland Farms Intermediate School (5-6)

581 Taylor Road
Brighton, MI 48114
Population: 809

Hartland Middle School at Ore Creek (7-8)

3250 North Hartland Road
Hartland, MI 48353
Population: 891

Hartland High School (9-12)

10635 Dunham Road
Hartland, MI 48353
Population: 2044

Hartland Legacy (9-12)

9525 Highland Road
Howell, MI 48843
Population: 59

Technology Plan Summary

Vision and Goals

Background:

In August of 2020, Hartland Consolidated Schools passed a 44 Million Dollar Bond designated for facilities renovation and technology. Within this Bond there was a roughly 7 million-dollar allocation for technology improvements. These improvements included, but were not limited to replacement district computers, security cameras and card access, phone replacement, replacement of interactive classroom technology, and server replacement.

The technology portion of the 2020 Bond was designed to update teacher and student access to interactive technology in all classrooms throughout the district. All classrooms were outfitted with interactive flat panels, document cameras and either soundfield amplification or classroom speakers.

Educational Technology Mission Statement: The Hartland Consolidated Schools, in cooperation with the community, will provide and promote the use of technology to enhance curriculum and prepare students for lifelong learning.

Educational Technology Vision: Hartland Consolidated Schools vision is to create a community of technologically skilled individuals who are capable and motivated to meeting the increasing and diverse challenges of the future.

Goals of the Educational Technology Plan

The Technology Plan will indicate the funding necessary to provide access to technologies in the classroom that will keep Hartland Schools competitive with other districts and maintain Hartland Schools as the Premier School of Choice.

The Educational Technology Plan will:

1. Provide the ability for students and staff to use current interactive technology as a tool to enhance skills in all academic areas.
2. Adopt hardware, infrastructure, and software applications for the following purposes: education of students, management of student, staff, and facilities data and reports, facilitate communication, and provide networking and electronic communication capabilities.
3. Promote and encourage staff training opportunities in the use and integration of instructional technology.
4. Provide a means for the maintenance, support, upgrade and growth of district technology.

Curriculum

Technology Integration

It is the intent of Hartland Consolidated Schools to provide the technology necessary to meet curricular needs, improve academic achievement of our students. Teachers and students have access to resources by way of the Internet using district computers and Chromebooks located in computer labs, classrooms, and on mobile carts.

Hartland schools has invested in interactive classroom technology (Currently, interactive flat panels and document cameras), to aid with instruction throughout the district.

Hartland Schools offers opportunities for our students to be involved in virtual academies. Students at and LEGACY High School can elect to take courses offered by Michigan Virtual. Students who choose to do so can participate in our Hartland Virtual Academy. These opportunities reach students at our 9-12 grade high school and our alternative education program who desire to take courses not offered in our buildings or who prefer a nontraditional approach to learning.

Hartland Schools will continue to work closely with the special education department and LESA to provide assistive technology to students in need. Special Education teachers and aides will utilize resources to ensure all students have access to technology. Examples include special keyboards and mice, text to speech software, sound-field amplification, touch devices such as iPads, and mobile computing solutions such as laptops and Chromebooks. Effort continues to be made to ensure that web content is accessible to all stakeholders.

Standards

Hartland Schools bases our approach to technology instruction and integration with the METS (Michigan Educational Technology Standards, and the NETS (National Technology Standards) in mind.

Access to the Michigan Educational Technology Competencies for Students can be found here:
<https://www.techplan.org/edtech-initiatives/mitecs/>

Access to the ISTE can be found here: <https://iste.org/standards/students>

Infrastructure, Hardware, Technical Support and Software

Infrastructure

LAN/WAN (See Network Diagram in Appendix I) - All district buildings are connected via our private fiber WAN terminating into our core switch at our data center at Hartland High School. All buildings have IDF's (remote data closets) that are connected to each MDF (main data closet) via internal fiber connections. The district currently connects to our Internet Service Provider (Wayne RESA) via Fiber to our Intermediate School district, Livingston Educational Service Agency. We share a 10 GB connection to our ISP with the other school districts in the county all separated by unique vLans. Hartland maintains a back-up connection to our ISP through AT&T. There is a firewall at LESA and dual firewalls in our data center.

Through the course of this plan, we will need to

1. Maintain our membership in the County Fiber Consortium.
2. Be prepared to repair any failed equipment.
3. Maintain our main connection through LESA and our back-up connection directly to RESA.

File Servers

Currently, Hartland Schools hosts file servers in our Data Center running a virtual server environment. Email and voice mail is retrieved from our educational Gmail accounts and computer imaging is handled using Microsoft Management Console. The district's Internet content filtering takes place at the main firewall at LESA which we have complete control over.

Back-Up

There are nightly incremental file level backups of primary file servers kept onsite as well as offsite and full backups are run monthly.

Network Infrastructure Replacement and Implementation Schedule

| Network Infrastructure | Year of Purchase | Year of Replacement |
|---------------------------|------------------|---------------------|
| Building Network Switches | 2021 | 2031 |
| Video Surveillance Server | 2023 | 2029 |
| Replacement | | |
| Wireless Infrastructure | 2019 | 2029 |
| Core Switch | 2003 | 2031 |
| Firewalls | 2022 | 2027 |

Video/Security

All buildings are monitored by security cameras installed over the course of the last 10 years with servers having been replaced within the past 3 years at various times.

Since 2013, all district buildings have an access control system in place. This system enables us to monitor building access more effectively and control access more granularly. The system was updated in 2024.

Each building has the RAPTOR system installed and every guest or visitor has to have their driver's license scanned prior to being allowed to enter the school during the day.

Computer Hardware and Peripherals

The use of computers in education is essential and the benefits to enhance student learning are significant. However, the equipment must be in good working condition and capable of supporting current software applications to have the most impact on student learning. Therefore, it is essential we continue to implement a reasonable computer replacement schedule.

In the summer of 2023, we eliminated most printers in the district (aside from a few in some offices) all printing now occurs on district copiers. We expanded our copier fleet by over 20 devices to help offset the removal of classroom printers and implemented badge printing. We made this move to enhance efficiency and be more cost effective.

Teacher computers are designated as desktops because they will be needed in each instructional location to connect to the interactive touch panels. Our wireless LAN, which was installed in the summer of 2019 continues to promote anytime anywhere learning for students and staff alike and is essential to using the over 2500 Chromebooks we have across the district. Interactive classroom technology has been installed in all district classrooms: Interactive flat panels and document cameras, but those devices have a lifespan of approximately 10 years and will need to be replaced to ensure they are usable for our staff and students. As we move forward, it will be critical for the district to continue to acquire student computing devices working toward a ratio of two students for every one device. At Hartland, we believe in educational technology, but feel the technology is not a replacement for non-electronic means of learning.

Considerations for Hardware and Peripheral Replacement

- General funds cannot be the only method of funding technology replacement and procurement.
- Teacher computers need to be capable of running the common teacher applications in the district, connecting to presentation devices (projectors or panels) and be interactive.
- Student computers need to be capable of running grade and content specific software, mobile and shared between students.
- All district technology/computers must be kept current and student devices must be able to run state testing software.
- All computers should be placed where they are most used.
- Primary computer devices are 0-5 years old and will be included in the replacement plan.
- Supplemental computer devices are 5 years old or older and are not included in the replacement plan.
- More advanced/newer technologies will change the costs and hardware solutions for what is considered a primary computer workstation.
- This plan will focus on complete and functional solutions.
- The needs of equity issues and assistive technology are constantly addressed and updated.
- As the availability of finances allows, computers will be upgraded and/or reassigned to extend their useful life.

Primary Computer Guidelines

- One teacher desktop assigned to each teacher classroom / lab.
- Administrative computers are for office, clerical and technology use.
- 32 Chromebooks per Chromebook Cart for CES, LES, RES, VES, FIS, Alt Ed
- 35 Chromebooks per Chromebook Cart for HMS and HHS
- 35 student computers per computer lab (Exceptions Below)
 - 20 in SSC RM-15
 - 24 in SSC RM-20
- Each computer lab also has in it a lab teacher computer in addition to the number of student computers.

Supplemental Computer Guidelines

- Capable of being connected to the district network and maintained with proper updates to promote a secure network.
- A reallocated Hartland computer transferred from a different location (old equipment) where it is deemed it will still be of value by the Technology Department.

Computer Replacement Schedule (Computers, iPads, Chromebooks, Chromeboxes)

(See the 2025 to 2039 Technology Budget Planning Spreadsheet.)

Software

PC computers in the district must be capable of running the current supported versions of Windows to ensure they can help maintain a secure network environment. Chromebooks, Chromeboxes, and tablets must be capable of running the current supported version their operating systems in order to ensure they can help maintain a secure network environment. The district continues to purchase Microsoft Licensing enabling us to install any version of Microsoft Windows and Office

Despite our annual investment in Microsoft Office Licensing, we strongly encourage our district end-users to make as much use as possible of the Google Apps for Education Suite.

The district's Student Information System is MiStar supported by programmers at Wayne RESA. Specialized grade level or subject matter software is available to students and teachers. Web hosting is provided by Catapult K-12 and has been in place since summer 2013, although teachers are invited to invest in their own solution to host their classroom websites. All websites must maintain ADA Compliance.

General Guidelines for Software Acquisition Proposals

- All proposals must clearly indicate all details and rationale
- All proposals must include a detailed description of the software
- All proposals must include a projected cost and a description of how those costs were developed
- All proposals must include a description of how they will improve the productivity or enhance student learning throughout the district
- All proposals must be submitted first to the building Principal for pre-approval
- All proposals must be approved by the District Technology Department and if there is concern be taken to the Technology Committee.
- All proposals must attempt to use the REMC Statewide Bid to save on the purchase of software packages.

Procedure for Software Proposals

- After receipt of a proposal that has followed the general guidelines, the District Technology Department will review the proposal.
- All proposals must be submitted to the Technology Director no later than May 15 for implementation the following school year.
- Proposals will be discussed by the Technology Department in June.
- The Technology Department may then approve, recommend revisions, or reject a proposal.
- Once approved, a proposal will be prioritized by the District Technology Department.
- If rejected, the Technology Director will take the proposal to the Central Office Cabinet for further discussion.

Technical Support

Hartland Consolidated Schools supports technology using a combination of full time Hartland employees and also participates in a cooperative through the Livingston Educational Service Agency where employees are shared to best benefit districts involved. Hartland Technology is Staffed in the following way:

District Technology Director (Hartland 1.0 FTE)
Network Administrator (Hartland 1.0 FTE)
Network Administrator (Hartland 1.0 FTE)
Network Administrator (Hartland 1.0 FTE)
Director of Data Systems (Hartland 1.0 FTE)
Help Desk (Hartland .2 FTE)
Network Engineer (LESA .1 FTE)
Systems Engineer (LESA .2 FTE)

The shared services agreement has been in place since Fall 2008 and is coordinated by our local ISD. It has brought about several advantages to each participating school district. It has enabled county districts to coordinate resources and best practices more efficiently and it has also provided a high level technician to all districts at a more reasonable cost.

The Technology Department has an electronic technology work order system in place and all district employees have the ability to open a work order on their own. All district employees also have the ability to call the district's Technology Help Desk number and open a work order through her. If the need expressed is of an urgent nature, our help desk person will make immediate contact with a member of the Technology Department. The combination of the use of the electronic work order system and the help desk has enabled end users to receive the assistance they need with little wait time.

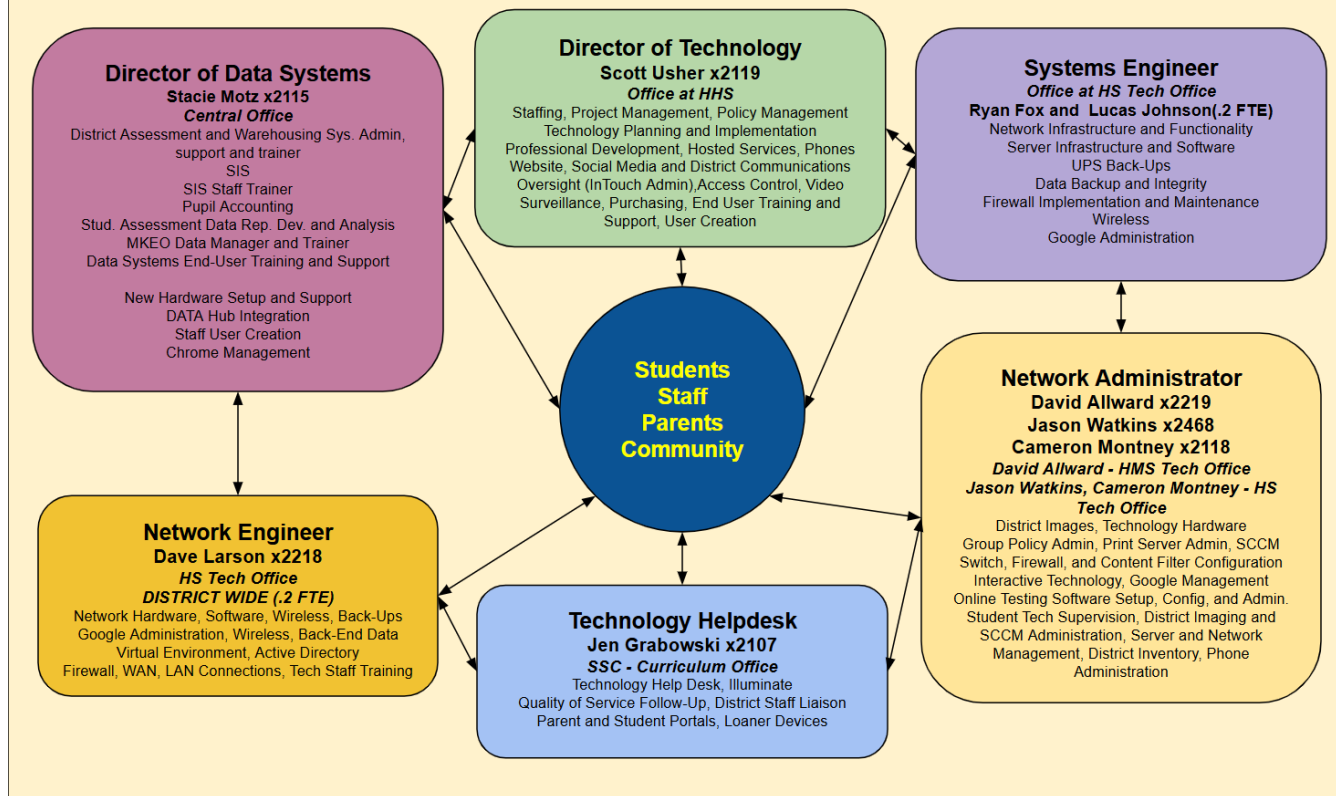
Systems and procedures are in place to speed the repair process for many computer-related issues, including, computer imaging software, proper backups, and computer management policies on the individual workstations.

The Technology Responsibility Flow Chart shown below provides additional detail pertaining to technology personnel and their responsibilities.

Technology Staff Responsibilities Overview

(For specifics see official Job Descriptions)

The Hartland Consolidated Schools Technology Staff provides access to and maintains the technology resources that assist in providing a meaningful educational learning experience for the Students, Staff, Parents, and Community of the Hartland Consolidated Schools.



We have built a culture where our end users feel and truly are supported. As we have continued to conduct professional development end users have also been able to address some of their own needs or find assistance in a nearby classroom from another end user. We continue to monitor and evaluate the success of our department and will continue to make adjustments when issues arise.

With current district staff, the HCS Technology Department has the resources they need to continue to support the staff across the district. As policies and technology continue to change, we will need to continue to closely monitor the abilities of our current staff to support all our end-users. The Technology Director will continue to collaborate with and keep the Assistant Superintendent of Curriculum and Instruction updated of the Technology Department's ability to keep all district technology running efficiently.

Funding and Budget

Hartland Consolidated Schools is completing the implementation of a 44 million dollar school renovation Bond (2020), approximately 7 million of which was spent on technology. Some of the major technology improvements include: The replacement and expansion of district network and server infrastructure, replacement of classroom interactive technology in every classroom throughout the district, installation or replacement of sound-field technology in every classroom K-8 and installation of sound amplification in every other classroom 9-12, increase security with updates and expansion to card access and video surveillance equipment.

Coordination of Resources

Universal Service Fund (USF):

Hartland Schools has applied for and will continue applying for universal service discounts under the universal service support mechanism, E-rate, which is a federal program created to provide discount reimbursements and assist most schools and libraries with obtaining affordable technologies, including telecommunications and internet access. Discounts are based on an individual school's enrollment in the National School Lunch program. Hartland Consolidated Schools anticipates obtaining approximately \$3,000 annual average reimbursement from E-rate. Once approximately every 5 years, Hartland is eligible for Category II funds through the USF. When it is time to replace network infrastructure and district wireless communications, it will be essential to apply for USF funds to help offset the high costs of this equipment.

Grants:

Hartland Schools will continue to seek out federal and state grants that will help in implementing our long range technology plan. Any grant funds received will be disbursed according to the goals and objectives outlined in our Technology Plan. Accordingly, our plan will evolve as new technologies arise. To avoid duplication of funds, we will consistently update our Technology Plan to reflect technologies that have been acquired.

Bonds and Sinking Funds:

Hartland Schools has made use of numerous Bonds 30 years. Each of those Bonds have included technology components which have added to the technological arsenal of educational resources at Hartland Schools.

General:

- Technology purchases will continue to take advantage of State-Wide REMC bid pricing and other competitive bids on as much technical equipment as possible.
- Technology department, curriculum department, and building level funds will be coordinated to provide equitable funding for technology.
- Hartland schools will continue to participate in the shared services agreement with our Livingston Educational Services Agency. Currently, we employ .3 FTE of our total FTE technology staff through this agreement and as needs or opportunities arise, we will continue to do so, making the best use of district funds to support technology.
- Additional sources of funding for replacement of equipment and new acquisitions will be explored.

(REFER TO BUDGET DOCUMENTS BELOW)

https://docs.google.com/spreadsheets/d/1h2dRITamBPA_IPqVg5ybGILtFzfmBRIXpgY9kqN_yy0/edit?usp=sharing

Monitoring and Evaluation

Goal: Provide a means for measurement and refinement during implementation.

Because technology continues to change, it is important to annually review the technology plan. The evaluation process will identify successes and weaknesses which will allow the Technology Department in conjunction with the Technology Committee to make adjustments and improvements as needed. The entire plan will be reviewed annually helping to determine hardware and software needs. In addition, annual evaluation is necessary to monitor the extent to which technology is being used in the classroom to enhance student learning.

Infrastructure

The functionality of existing hardware and network systems will be continually evaluated by the Technology Department. The committee will consider the number of technology repairs logged and the response time necessary to address repair issues. Fewer numbers of repair tickets, quicker response times with existing numbers of technicians will be one indication of productive equipment, a functional network, and more knowledgeable technology and educational staff.

Funding and Budget

The Technology Department will monitor the technological needs of the district with respect to the budget allocation for technology. The ability of the fund allocation to meet the technological needs of the district on an annual basis will be an indication of adequate funds being supplied to support the technology. Should funds not be adequate, the Technology Director will make recommendations for budget adjustment so needs can be met.

Efforts and goals that have been deemed unsuccessful by the District Technology Department based upon the above criteria will be addressed. District Staff will be consulted and different strategies will be implemented to achieve goals not met. Revisions to the plan and budget adjustments will be made as needed.

HCS Disaster Recovery Plan

Updated January 2025

Technical Contacts for any data breach or technical disaster at any Hartland Schools Building:

Scott Usher (Director of Technology) (primary contact) - scottusher@hartlandschools.us

David Larson (CTO) (secondary contact) - davidlarson@livingstonesa.org

Ryan Fox (Systems Engineer) - RyanFox@hartlandschools.us

Lucas Johnson (Systems Engineer) - LucasJohnson@hartlandschools.us

David Allward (Network Administrator) - davidallward@hartlandschools.us

Jason Watkins (Network Administrator) - jasonwatkins@hartlandschools.us

Cameron Montney (Network Administrator) - CameronMontney@hartlandschools.us

Stacie Motz (Director of Data Systems) - staciemotz@hartlandschools.us

MC3 (Michigan Cyber Command Center) - Phone: 1-877-MI-CYBER (1-877-642-9237)

Email: MC3@michigan.gov

District Administration:

Chuck Hughes (Superintendent) - chuckhughes@hartlandschools.us

Rachel Bois (CFO) - rachelbois@hartlandschools.us

All public communications will be given by Chuck Hughes.

Sensitive data:

- Payroll Records: Payroll processing and records are held at Wayne County RESA and covered by RESA's disaster recovery plan.
- Financial Records: Our primary financial database is stored at Wayne County RESA and is covered by RESA's disaster recovery plan.
- Student Records:
 - Archived student records are stored and secured on a CEO Imaging server at LESA and covered by LESA's disaster recovery plan.
 - Active student records are accessed from MISTAR, which is hosted at Wayne County RESA and covered by RESA's disaster recovery plan.
 - Transportation student records and bus route data is stored on a VersaTrans server in the primary server closet at LESA and covered by LESA's disaster recovery plan.
- File Server Records: General file server data created by HCS staff is stored on a file server in our primary server closet at HCS. All of those records are backed up nightly using a 3-2-1 backup strategy.
- For Agency email HCS is using Google Apps For Education (GAPE). Google maintains an extremely robust geographically distributed working database and backups for all G-Suite data.

HCS has Google Vault (Gmail and Drive) configured to retain all data for all staff indefinitely, which is possible because Google provides unlimited storage for GAFE domains.

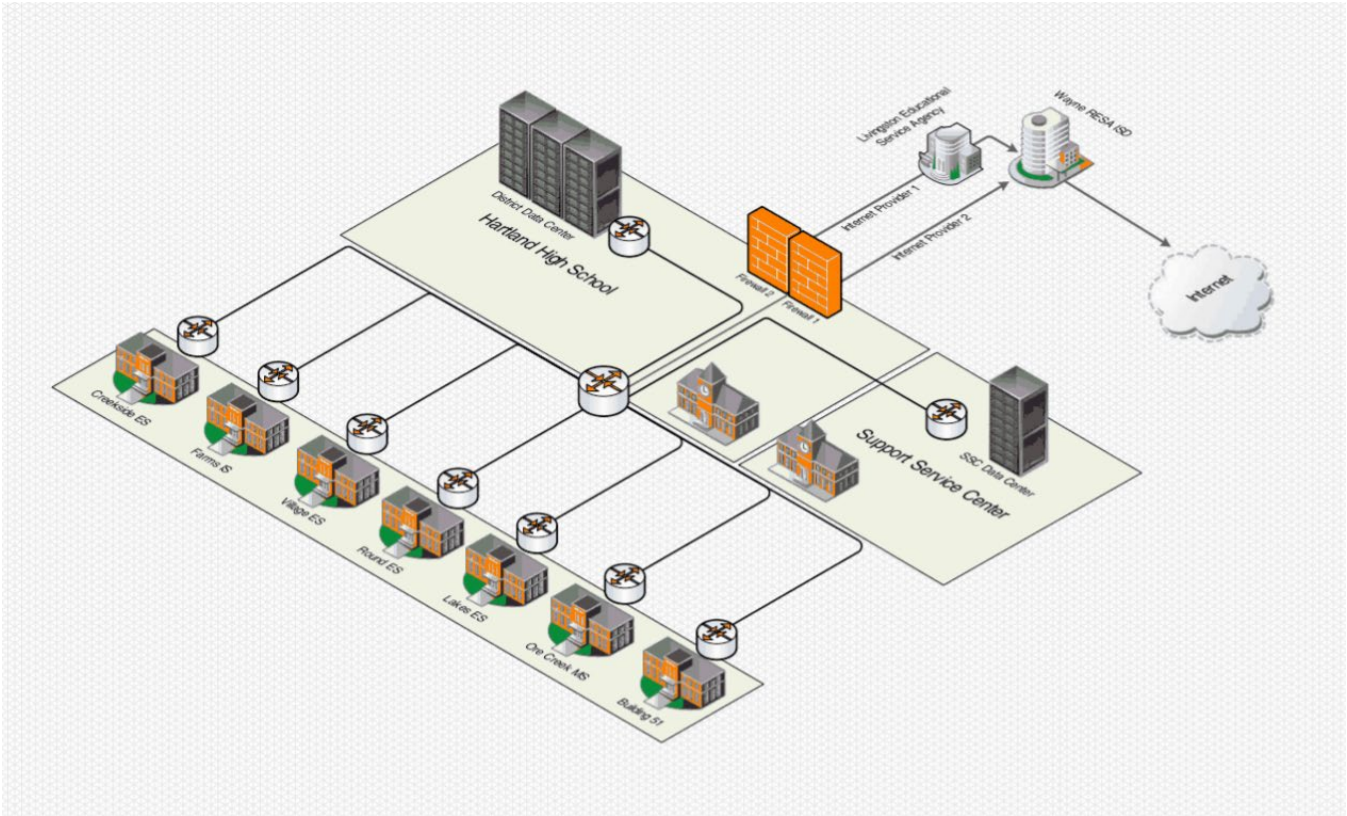
In the event of a natural disaster:

- The staff member who is alerted or discovers the damage will contact Scott Usher who will then contact appropriate technical staff to assess the situation as well as Rachel Bois to begin communications with HCS's insurance company. In the event of a total loss of server equipment HCS servers will be recovered from offsite storage hosted at LESA. Critical servers will be hosted at LESA while waiting for replacement equipment.

In the event of a cyber attack:

- Ransomware/Cryptolocker/Unauthorized user inside network: As soon as any technical staff believe a device is behaving oddly they will disable any network connections, physically if possible. They will then notify Scott Usher who will contact appropriate technical staff to investigate the device further and confirm an actual cyber attack. If an attack is confirmed Scott will contact Rachel Bois to possibly start communication with HCS's insurance agency. Technical staff will attempt to determine the extent of the attack and contact MC3 for further guidance. If the attack is limited to a single end user device, that device will remain powered-on, but off network, and the device will be handed over to MC3 for further investigation. If the attack spreads to HCS servers those servers will have their network disconnected, a snapshot that includes memory taken, and clean servers will be recovered from backup.
- DDoS: The MiSEN internet connection used by HCS has robust DDoS protection and external attacks should be mitigated through that service and appropriate staff are automatically notified. External interfaces are monitored using software at LESA and technical staff are notified if traffic is greater than normal. Internal DDoS attacks are identified by HCS hosted monitoring software and technical staff are automatically notified of abnormal traffic. Once identified source devices will have their network connection terminated through shutting down of physical port or banning from the wireless network. If the attack source is a HCS server that server will be treated identically to a compromised server from a cryptolocker attack. Network disconnected, snapshot with memory, and recover from clean backup.
- Other cyber attacks: When in doubt follow the same procedure as Ransomware/Cryptolocker/Unauthorized user inside network

Network Diagram



Student Acceptable Use Policy

Hartland Consolidated Schools

Hartland Consolidated Schools offers technology and Internet access for students and staff to use as part of the educational and learning process. This document is the Acceptable Use Policy for any use of these systems and for any technology equipment on or off District premises or at any District events. Hartland's technology systems have been established and are maintained for limited educational purposes to include classroom activities, career development, and high quality self-discovery activities, all of which promote educational excellence.

Hartland Consolidated Schools technologies have not been established as a public access or public forum and our school district has the right to place reasonable restrictions on the material you may access or post, the training you need to have before you are allowed to use the systems, and enforce all rules set forth in the Hartland School's code of conduct and the laws of the state of Michigan. Further, you may not use these systems for commercial purposes to offer, provide, or purchase products or services through the systems or use them for political lobbying. Access to the Internet is available through the school district only with the permission of the Principal or his/her designee and your parent(s)/legal guardian. Hartland Consolidated schools is in compliance with the Child Internet Protection Act.

CIPA Compliance

The Hartland Consolidated Schools has and will continue to comply with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l). The district is committed to ensuring the safe conduct of all students while online and has a comprehensive policy about the proper use of our technological resources. At the beginning of each school year, students and staff are made aware of the district's Acceptable Use Policy. In addition, each student must sign an Internet use agreement before they are allowed access to the Internet both when they enter the district and each time they are promoted to a new building. It is the district's intent to preserve network bandwidth and improve network response times by limiting Internet access to educational-related sites. The district employs Internet content filtering software used to block and filter access to the Internet from dangerous websites, ensuring compliance with district policies and maintaining a positive environment.

The signatures on this policy summary indicate the parties who signed have read the terms and conditions carefully and understand their significance and agree to abide by them.

The following are examples of acceptable uses and unacceptable uses of Hartland Consolidated School's technologies (which may include but are not limited to the following examples). This includes any technology equipment on or off District premises or at District events.

1. Personal Safety

- a. You will not post contact information (e.g., name, address, phone number...) about yourself or any other person.
- b. You will not agree to meet with someone you have met online without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable must be reported to your teacher or other district employee or technology team member.

2. Illegal/Prohibited Activities

- a. You will not attempt to gain unauthorized access to any District technology system, or individual equipment or go beyond your authorized access by entering another person's account or accessing another person's files.
 - b. You will not deliberately attempt to disrupt/physically tamper with the computers, or network systems, or destroy data by spreading computer viruses (or malware) or by any other means.
 - c. You will not use any technology equipment on District premises or at District events, or District equipment at any location to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- 3. System Security
 - a. You are responsible for your individual account and will take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person. Passwords to any electronic system should not be easily determined by others.
 - b. You will immediately notify a teacher or the system Technology team if you have identified a possible security problem. Do not look for security problems: This will be considered an illegal attempt to gain access.
 - c. You will avoid the inadvertent spread of computer viruses (or malware) by having all disks, downloads, or videos scanned for virus and malware.
 - d. Each user of the technologies will ensure that all food and drink is kept away from all the equipment.
- 4. Integrity
 - a. On any and all uses of technology equipment on District premises or at District events, or District equipment at any location whether in material posted on the Web, or internal documents, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
 - b. You will not use any technology equipment on District premises or at District events, or District equipment at any location to harass another person by any action that distresses or annoys. This includes developing software programs or publicly posting information that harasses others or might be considered cyberbullying.
- 5. Respect for Privacy
 - a. You will not repost communications or information that was sent to you privately without permission of the person who sent you the information.
 - b. You will not post private information about yourself or another person.
- 6. Respecting Resource Limits
 - a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on the use for education and career development activities. The limit on self-discovery activities will be defined by your supervising staff members.
 - b. You will not load or download any executable (program) file or other large files without permission from a supervising staff member.
 - c. Students shall not use a technology system or network to play games. Educationally based games shall be allowed under staff supervision.
 - d. You are responsible for limiting use of disk space and deleting unnecessary files in a timely manner.
 - e. Students shall not stream unauthorized video or music.
 - f. Students will only use student wireless or guest wireless network to connect any personal electronic device to the Hartland Schools network. This includes but is not limited to laptops, computers, and any handheld electronic device. This access will be CIPA compliant, and will pass through the district's firewall and filter.
- 7. Electronic Communication
 - a. Students will not access any chat room from any school district owned technology unless under the supervision of a teacher or administrator.

- b. Students will have limited use of district provided e-mail accounts to facilitate learning and enhance the exchange of educational information. This use will be academic in nature only and will be monitored by the supervising staff member. - You will not post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people). - You will check your e-mail frequently, and delete unwanted messages promptly.
 - c. You will subscribe only to high-quality discussion group mail lists that are relevant to your education or career development. These subscriptions must be approved by your supervising staff member.
 - d. You are responsible for maintaining the integrity of the e-mail system and reporting any violations of privacy or inappropriate behavior.
- 8. Plagiarism and Copyright Infringement
 - a. You will not plagiarize works that you find on any of Hartland's technology systems, including the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
 - b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work (including software, text, images etc.) that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner, and cite references for all data accessed via technology. Direct any questions regarding copyright issues to a teacher or library media specialist.
- 9. Inappropriate Access to material
 - a. You will not use Hartland technology systems to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with both teacher and parental approval.
 - b. If you mistakenly access inappropriate information, you must immediately tell your teacher or other district employee or technology team member. This will protect you against a claim of intentional violation of this policy.
 - c. Students/Parents/Guardians will be responsible for any financial expenses incurred by the district due to unauthorized use by a student. (i.e. on-line purchases)
 - d. Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The district fully expects that you will follow your parent's' instruction in this matter.
 - e. Students shall not use a proxy to bypass our content filter.
 - f. To the extent that any student uses non-district technology services to communicate information regarding the schools or its staff or students, Board policy still applies. This includes posting information, videos, or photos on services such as Facebook, YouTube, or any other social media site. Users and parents/guardians of students acknowledge that the district cannot control content posted to non-district technology services. Users and parents/guardians of students further acknowledge that the district cannot filter non-district communication services such as cellular phone networks, nor control content stored on non-district equipment.
- 10. Your Rights
 - a. Free Speech. Your right to free speech, as set forth in the school disciplinary code, applies also to your communications on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the district may restrict your speech for valid educational reasons. The district will not restrict your speech on the basis of its disagreement with the opinions you express.
 - b. Search and Seizure. You should expect no privacy of the contents of your personal files on the district's technology systems. Routine maintenance and monitoring of the system will occur and that monitoring could discover that you have violated this policy, the school code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the Hartland Consolidated School's disciplinary code, or the law. The investigation will be

reasonable and related to the suspected violation. Parents/legal guardians have the right at any time to see the contents of your files and directories.

- c. Due Process. The district will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the Hartland Technology Systems. In the event of a claim that you have violated this policy, the Hartland Consolidated School's disciplinary code, or the law in your use of this system, you will be given notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal law. Additional restrictions may be placed on your use of Technology accounts.

The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the systems.

Disciplinary Action

When you are using the system, it may feel like you can more easily break a rule and not get caught. This is not true. Electronic footprints are imprinted on the system whenever an action is performed. Therefore, you are likely to be caught if you break the rules.

Any infraction involving the use of technology systems will be subject to a progressive discipline policy, which may include removal from computing systems or networks, detentions, suspensions of various duration, and/or recommendation to the Board for expulsion. **Loss of Internet or Network privileges may have a serious impact on a student's grade and participation in technology related courses. Students may be required to use technologies off-campus to complete assignments outside of class. Students who lose network and/or Internet privileges due to a violation of the Acceptable Use Policy may be removed from a computer based class or have his/her schedule changed (resulting in loss of credit for the class) if loss of computer privileges will not allow for completion of class assignments, projects, and tests.** The progressive discipline policy is as follows:

1. Use of large downloads, unauthorized streaming, playing or downloading unauthorized internet games or executable files in home directory.
 - a. Consequences:
 - i. 1st violation – 30 days off Internet
 - ii. 2nd violation – Rest of year off Internet
2. Unauthorized Internet Use – Visiting Non-academic sites
 - a. Consequences:
 - i. 1st violation – 30 days off Internet
 - ii. 2nd violation – Rest of year off Internet
3. Access Violation – Using someone else's user ID where both parties are aware
 - a. Consequences:
 - i. 1st violation – 30 days off Network
 - ii. 2nd violation – Rest of year off Network
4. Illegal Internet/Network Use – visiting Pornographic sites, hacking, or introducing harmful programs onto district technology.
 - a. Consequences:
 - i. 1st violation – 30 days off Network
 - ii. 2nd violation – Rest of year off Network

Physical tampering or destruction of technology will result in consequences based on the vandalism policy found in the student handbook. These consequences may include loss of technology access, which could result in loss of academic credit.

In addition, students/parent/guardian may be required to make full financial restitution to cover the loss of staff time and/or loss of equipment and/or any legal expense that may have been incurred during investigations of student misuse.

Photograph images of students in Grades PreK-12

Images and student work are permitted and may be used on district websites and social media. If parents wish to opt out of student image or student work publishing, it is necessary for them to properly fill out the "Parent Release Form" available in the enrollment packet or from any building office.

Student AUP Signature Form

I hereby release the Hartland Consolidated Schools' Technology systems and their operators and sponsors, Hartland Consolidated Schools and its faculty and staff and all organizations, groups and institutions with which the Hartland Consolidated Schools' Technology systems are affiliated for any and all claims of any nature arising from my use, or inability to use, the Hartland Consolidated Schools' Technology systems. I have read the entire policy, understand its content, and agree to abide by the terms and conditions therein. I further understand that any violation of the regulations above is prohibited and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and disciplinary and/or appropriate legal action taken. My signature on this policy summary indicates I have read the terms and conditions carefully, understand their significance and agree to abide by them.

Parent or Legal Guardian Consent - As the parent or guardian of this student, I have read the Hartland Consolidated Schools Technology Acceptable Use Policy and Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for Hartland Consolidated Schools to restrict access to all controversial materials and I will not hold it responsible for materials acquired on the technology systems. I also understand that I will be responsible for any financial expenses incurred by the district due to unauthorized use by my child. I hereby give permission to issue a technology account in the indicated areas for my child and certify that the information contained on this form is correct.

My signature below indicates that I understand that my child will have access to computer devices and Internet content.

- Elementary students work on teacher supervised projects only.
- Academic e-mail accounts intended for academic communications only are granted for all students fifth through twelfth grade.

As a user of the Hartland Consolidated Schools computer network, I agree to comply with the Acceptable Use Policy (AUP). I will use the Hartland Consolidated Schools' network and Internet resources in a constructive and appropriate manner intended for academic purposes. I understand that should I commit any violation, my computer access privileges may be revoked, and disciplinary action will be taken.

Student Name (Print): _____ Date: _____

Student Signature: _____

As a parent or legal guardian of the student above, I have read and understand the HCS Acceptable Use Policy.

_____ I grant permission for my child to access networked computer services and Internet resources. I understand that he/she is expected to use good judgment and follow rules and guidelines when using the HCS network and Internet resources. I agree to comply with the HCS Acceptable Use Policy.

_____ I do not grant permission for my child to access Internet resources while at School. I understand that my child will still have access to the HCS network and is expected to follow the rules and guidelines for the appropriate use of the network as stated in the HCS Acceptable Use Policy.

Parent Name (Print): _____ Date: _____

Parent Signature: _____

Hartland Consolidated Schools

Staff Acceptable Use Policy

Hartland Consolidated Schools (HCS) offers staff access to a computer network for educational and instructional purposes. In addition, HCS offers staff access to the Internet. Internet access is intended to promote, enhance, and support educational goals and objectives. All staff must sign the Acceptable Use Policy. A copy of the signed AUP will be stored electronically on a server.

District Network Security

Each staff member is provided with a network account, which allows access to network services and the Internet. This access is provided for those who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Network accounts provide for a limited amount of personal storage space on the HCS network for files related to the pursuit of education, which must be maintained by periodically clearing out older files.

Computers and Servers are protected against viruses by software and virus updates are constantly monitored by Technology Staff to ensure they are current.

Staff computers will be kept secure by any end-user who uses them. When computer devices are left unattended, closing doors and keeping them locked as well as locking screens is required. Servers are kept in a locked room with minimal physical access. Only those who need access to the server rooms are allowed access.

HCS utilizes Internet filtering and Firewalls to help protect any district user from inappropriate material and bad actors intending to gain access to the network. Filtering is effective but not perfect. Staff must be vigilant in monitoring student use of technology systems and prepared to enforce the guidelines found within this policy (AUP). It is the expectation that ALL staff monitor students who are using Internet resources.

Individuals requesting unfiltered requests to the Internet must make that request to the Director of Technology and will be decided upon by a committee consisting of the Director of Technology, Principal, Assistant Superintendent of Curriculum and Instruction, Assistant Superintendent of Personnel and Student Services, and Superintendent.

Hartland Schools employs an extensive back-up of data each night. Copies are stored both on-site and off-site for additional security. For details, see the Disaster Recovery Plan.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will only use their personal user ID to log in to the HCS network. When signing the AUP users agree to comply with district rules and policies.

HCS makes no warranties of any kind, either expressed or implied, for the provided access. The staff, school and HCS are not responsible for any damages incurred, including, but not limited to, the loss of data stored on HCS resources, to personal property used to access HCS resources, or for the accuracy, nature or quality of information stored on HCS resources. In the event of an electronic breach of data or disaster to the Network Server Room, the district will enact its Disaster Recovery

Plan, outlined in the District Technology Plan.

No Expectation of Privacy; Monitoring

All usage of any Information System, and any electronic data created, sent, received or stored in the system are, and remain the property of, Hartland Consolidated Schools. The District treats ALL electronic data sent, received, or stored over its Information Systems as its business information. As a result, the District has the right to and will periodically assess whether specific Staff Users are using the District's Information Systems for authorized purposes. Because the Information Systems and all electronic data generated by it and stored in it are the property of the District, Staff Users should understand they have NO expectation of privacy in their access and use of the District's Information Systems.

To safeguard and protect the District's proprietary, confidential, and business-sensitive information, and to ensure that the use of the District's Information Systems is consistent with the District's educational purposes, the District reserves the right to monitor the use of its Information Systems. This may include the monitoring of a Staff User's computer or Internet usage, printing and/or reading of e-mail, listening to voice-mail messages, and viewing of any other electronic data on its Information Systems. Accordingly, the District reserves the right to monitor and log each Staff User's computer and Internet usage to maximize e-mail and fileserver space utilization.

Hardware and Software Disposal

It can be dangerous to continue to use equipment or software that is not capable of being kept up to date and doing so can open the district to cyber attacks. Technology at Hartland Consolidated Schools is used through the end of its useful life. Once the Technology Department has deemed hardware or software has reached the end of its useful life, that equipment will be disposed of in a manner that is environmentally responsible and secure.

Passwords; User Responsibilities

All pass codes, passwords; ID.'s and encrypted information are the property of the Hartland Consolidated Schools. No Staff User may use a pass code, password, I.D. or method of encryption that has not been issued specifically to that Staff User by Hartland Consolidated Schools. In other words, no Staff User may give, even on a temporary basis, his or her pass code, password, or I.D. to another Staff User or Student without prior written approval by the District. Every Staff User is responsible for, and should take all reasonable precautions to protect, his or her pass-code, password, and I.D.

Each Staff User is advised that transferring files, shareware, and other software can transmit computer viruses and should exercise extreme care and caution in doing so.

Social Media Use

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property, including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional

responsibilities.

Use of Artificial Intelligence/Natural Language Processing Tools

The use of AI in district programs or operations must be in accordance with 7540.04.

Staff are permitted to use Artificial Intelligence and Natural Language Processing (NLP) tools (collectively, “AI/NLP tools”) to accomplish their job responsibilities so long as the use is ethical, responsible, and does not violate any provisions of this policy (e.g., it does not infringe on students’ or staff members’ privacy rights, violate their duty to maintain confidentiality related to personally identifiable information, etc.).

With respect to students, it is the Board’s policy that they are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, students are prohibited from using AI/NLP tools to complete schoolwork. The use of AI/NLP tools without the express permission/consent of a teacher is considered to undermine the learning and problem-solving skills that are essential to a student's academic success and that the staff is tasked to develop in each student. Consequently, students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they are expected to ask their teachers when they have questions and/or need assistance. A student’s unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using such tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code Of Conduct.

Notwithstanding the preceding, students are allowed to use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers Have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments to understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use AI/NLP tools to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff member use of District Information & Technology Resources.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal Confidentiality and/or privacy laws related to the disclosure of student or employee personally identifiable information may be disciplined.

Restrictions

The following activities are not permitted on the HCS electronic resources:

- Accessing, uploading, downloading, transmitting, displaying or distributing obscene or sexually explicit material.
- Accessing, uploading, downloading, transmitting, displaying, or distributing unauthorized files or applications of any kind (including but not limited to games, and Internet Proxies).
- Transmitting obscene, abusive or sexually explicit language.
- Damaging or vandalizing computers, computer systems, computer networks or computer files.
- Debilitating, disabling or altering computers, systems or networks.
- Creating, downloading, or distributing computer viruses or malware.
- Violating copyright or otherwise using another person's intellectual property without his or her prior approval and/or proper citation.
- Using another person's account, password, folder, work or files.
- Intentionally wasting computer network or printer resources.
- Using the HCS network or equipment for commercial or political purposes.
- Using the HCS network or equipment for personal purposes in such a way as to violate any other aspect of the Acceptable Use Policy. Or using the HCS network or equipment for personal purposes in such a way that causes a disruption in the ability of the employee to carry out his/her assigned responsibilities.
- Violating local, state or federal statutes.

Consequences for Improper Use

Inappropriate use of the HCS network will result in the restriction or suspension of the user's account. Violations of the AUP may lead to disciplinary and/or legal action, including but not limited to termination or criminal prosecution by government authorities.

User Agreement

As a user of the Hartland Consolidated Schools computer network, I agree to comply with the
HCS Technology Plan

Acceptable Use Policy (AUP). I will use the HCS network and the Internet in a constructive and appropriate manner. Should I commit any violation, my access privileges may be revoked, and disciplinary action will be taken.

User (print): _____

User Signature: _____

Staff Position: _____

Date: _____