



Long-Range Plan for Technology 2004-2008

**Coppel Independent School District
Coppel, Texas**

District Technology Committee

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This committee was able to write this plan based on the foundation laid by Coppell ISD's Strategic Planning Team and the Technology Action Team.

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Introduction

“We don’t buy glasses, we buy vision. We don’t buy awnings, we buy shade. We don’t buy a newspaper, we buy information. It isn’t the product we want. It’s what the product will do for us. We buy something or pursue something, not because we want the thing itself, but because we want what that thing will give us or do for us.”-Max Ander, quoted in the Texas Education Agency’s Long-Range Plan for Technology, 1996-2010

The Executive Summary of “Curriculum and Evaluation Standards for School Mathematics” by the National Council of Teachers of Mathematics opens with the following statement:

“Our society is entering a new age—the Information Age, a time in which information is the raw material and communication is its means of production. The transition from an industrial to an information society can be attributed to increased availability of affordable technology, including computers and calculators. Technology is changing the work-place, the home, and daily life....”

Students will use calculators and computers as tools to become literate citizens of tomorrow.

Technology has the capacity to impact and facilitate all levels of learning, instruction, and communication between CISD and its constituents:

- Improve student learning of identified objectives in the curriculum, i.e., improve student ability to use information to solve real-world problems.
- Teachers can use technology to better meet the needs of their diverse learners. New doors have been open for collaboration amongst teachers and students within the school and among schools. Ever improving technology is allowing for new tools and methods for instruction.
- Parents and the community are gaining broader access to information that impacts their children. Parents have at their fingertips, anywhere, anytime access to information that can facilitate communication within their family and with CISD.

However, technology is only a tool for accomplishing these outcomes. The effectiveness and usefulness of technology is determined by the way we, as a district and community, plan for, implement, and evaluate its use to achieve our goals.

Executive Summary

Overview

The Technology Long-Range Plan for Coppell Independent School District was driven by a 5 year Strategic Plan Document. This was the result of the hard work by a dedicated team of CISD employees, parents, and community members. Beginning in February of 2003, this technology team began to work on a strategic plan for CISD that would address the following key areas for the future technology:

- User access anytime and anywhere
- Integration between classroom instruction and technology tools
- Collaboration among student learners
- Adaptability for users over time
- Seamless interconnectivity for every user

The plan was adopted by the CISD School Board in the summer of 2003. Charged with the implementation of these visions, the Technology Long-Range Plan was developed with specific strategies that would lead the district towards implementation. A separate committee was formed to merge the Strategic Planning documentation with the structure of the state's plan. This committee worked diligently to ensure these plans established a vision for technology. Additionally, the Long-Range Plan was developed to give specificity and clarity to broad goals and objectives as defined in the Strategic Plan. The aforementioned key areas are interwoven into each of the Focus Areas; it is the belief of the committee that by following this plan, CISD will be moving towards their goal as a global leader in educational excellence.

The primary focus of the plans, as presented, is to improve instructional delivery, therefore, impacting student learning. In order to actualize these results, we must insure that we have a technology-rich environment that is driven by and aligned to local, state, and national standards. The district will continue to add to the repertoire a teacher has available to him/her with the purchase of additional tools such as software, projection devices, mobile laptops, etc. The district has made a commitment to ensure that teachers have the support of both technical and instructional teams. This support will be integral to the long-term success of this project.

Parameters

Strategic parameters are the guidelines within which our school district will accomplish its mission.

This Long-Range Technology Plan is driven by the Strategic Plan and the district's mission and goals. Within those planning sessions, parameters were developed to provide a system of checks and balances for its members. These same parameters were used in the development of the Long-Range Plan:

1. We will always operate safe schools with an environment conducive to learning.
2. Site-based decisions must always be consistent with the strategic plan of the district.
3. We will not tolerate disrespectful behavior which demeans the dignity and self-worth of any individual or group.
4. We will practice fiscal responsibility by balancing budgeted revenue with budgeted expenditures for operations.
5. No new program or service will be accepted unless it is consistent with the strategic plan, benefits clearly justify the costs, and provisions are made for staff development, program evaluation, and adequate funding.
6. No program or service will be retained unless it continues to make an optimal contribution to achieve the mission and benefits continue to justify the cost.

Additionally, this plan utilizes the state curriculum standards, initiatives described in No Child left Behind Act of 2001, and the Technology Applications Texas Essential Knowledge and Skills (TEKS), as required in the Texas Education Code, Section 28.002. These TA TEKS are the guideline for a district as to how technology should be used in instruction and what is expected for student learning. The goal of the Technology Application TEKS is for students to gain technology-based knowledge and skills and to apply them to all curriculum areas at all grade levels.

Other state and federal mandates were studied to ensure district compliance such as the requirements of E-rate, the STaR chart, and the newly adopted Technology Applications Standards for beginning Teachers.

Mission and Goals for CISD

Mission

(The mission statement is a broad statement of our district's unique purpose and the specific function it performs.)

The mission of the Coppell Independent School District, as a global leader in educational excellence, is to ensure our students achieve personal success, develop strong moral character, and become dynamic citizens through a customized, innovative learning experience led by a visionary staff and community.

Objectives

(Objectives are the measurable end results that we will achieve to fulfill our mission.)

All students will consistently demonstrate identified Coppell ISD character traits within their school and community.

All students will annually participate in meaningful service activities within their community.

No fewer than 55% of our students will achieve Distinguished Academic status upon graduation.

Each student will successfully complete or make appropriate progress toward personal educational goals identified in his/her customized learning program.

Strategies

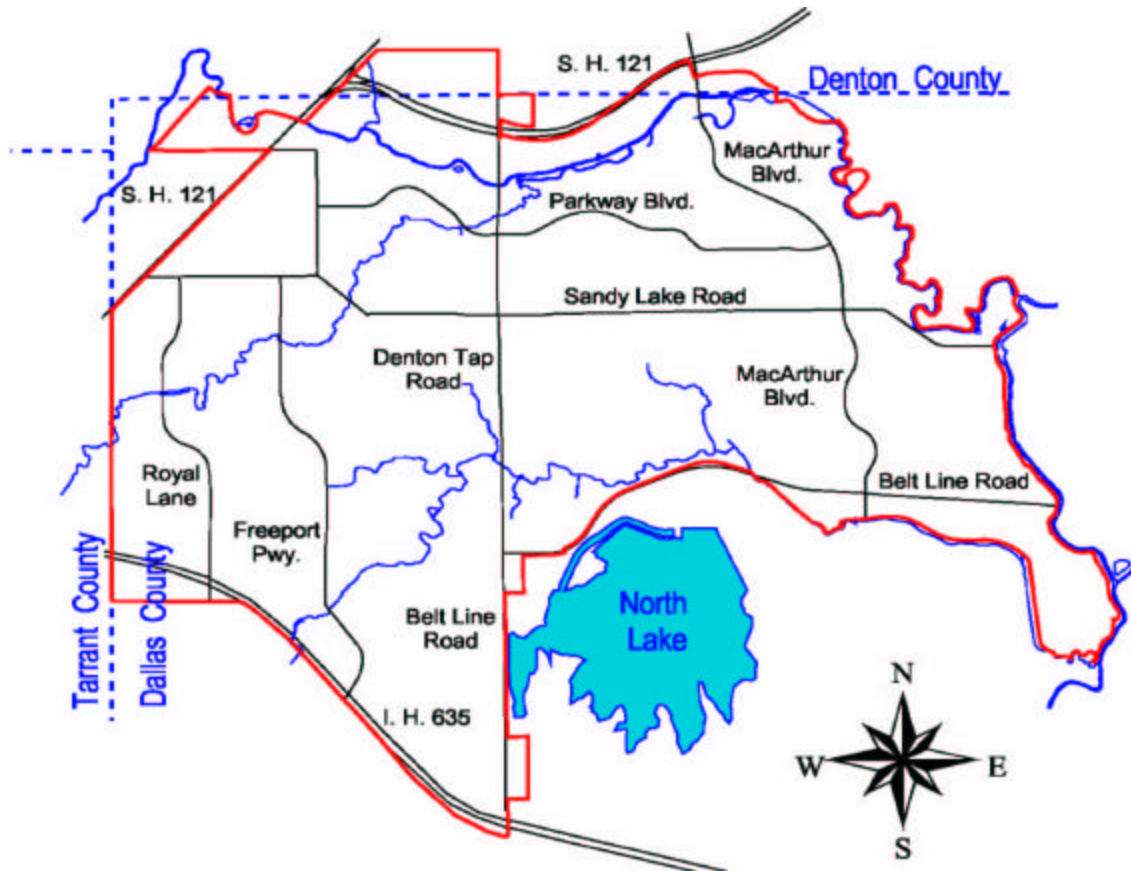
(Strategies are the broadly stated means of deploying resources to achieve our district mission and objectives)

1. We will integrate technology into every facet of the educational experience.
2. We will actively seek alternative fiscal resources while ensuring the most effective use of all resources to achieve our mission and objectives.
3. We will align and strengthen the curriculum to ensure that we become a global leader in educational excellence.
4. We will attract, retain and develop a diverse, highly qualified, innovative and visionary staff.
5. We will model and reinforce the CISD identified character traits throughout the district in order to help students avoid inappropriate social behavior and make healthy life choices.
6. We will develop a system to ensure that each student has a challenging, customized learning plan that accompanies him/her throughout the educational process.
7. We will develop and implement a citizenship program that encourages each student to engage in meaningful annual service to the community.
8. We will capitalize on the strength, resources and talents of our diverse community.

Demographics

District Map

Coppell ISD is located in Coppell, Texas, a suburb of Dallas. The city of some 38,000 residents is positioned approximately 5 miles northeast of the DFW Airport, north of Interstate 635 and west of I-35E. The District consists of 14 campus locations and three administration buildings that services roughly 10,000 students and 1,200 staff members. Eleven schools have been named “Exemplary” by TEA and three have been “Recognized” by TEA. Additionally, four schools have been designated as National Blue Ribbon Schools of Excellence by the U.S. Department of Education.



Technology Committee

The Technology Committee is composed of invested individuals across the district. Expertise from administrators, teachers, experts in the technology field, parents and other community members was used in the development of this plan. The Technology and Curriculum Departments were heavily involved in the plans development. The Coordinator for Instructional Technology facilitated the process and compiled the committee's work into the finished product that has become the Coppell Independent School District's Long Range Technology Plan.

Expectations

Student Competencies

TEKS-<http://www.tea.state.tx.us/teks/>
NETS-http://cnets.iste.org/pdf/nets_brochure.pdf

Teacher Competencies

CISD follows the newly developed School Technology and Readiness Assessment (STaR) as developed for teachers.

Expected Administrator Competencies

CISD will develop administrator competencies and use internal and external resources for staff development needs.

Evaluation and Assessment

This plan will only be as good as its measures of achievement. To ensure its effectiveness, the plan articulates achievable goals, defines a method for evaluation and allows for feedback from all stakeholders. The CISD Technology Plan will be continuously evaluated by the Technology Committee. This committee will meet regularly to ensure the plan's implementation and then evaluate its impact on the school district. The committee will:

- Conduct a formal review of the plan annually as requested by the Texas Education Agency with recommendations and changes being presented to the Board for their approval.
- Annually inventory the existing technology to determine new technology needs.
- Conduct surveys of students, parents, and teachers as to the effectiveness of technology.
- Annually report to the School Board along with a report to the community on the status of technology in CISD.

CISD views this plan as a dynamic document that should continually be evaluated and updated to ensure that it continues to move the district towards its mission and objectives.

Support/Staff Development

An integral element to the success of this plan will be a rich staff development program that will support teachers as they evolve into sophisticated users of technology. Currently, our teachers range in their use and knowledge of these technologies from the emerging technologist to the target level of technology integration. In order to continue to move teachers along this continuum, a comprehensive staff development program will be developed. Additionally, a shift in personnel from purely technical support to instructional support has been implemented to ensure adequate support for teachers and students. These Instructional Technologists will focus on developing model lessons, resources, and conduct staff development. We believe with a comprehensive support structure, our teachers will embrace technology and feel secure in becoming technology risk-takers

Current Technology Foundation

The following technology is currently in place:

District-Wide

- Approximately 10,000 students with 14 campuses.
- Approximately 1,200 staff members with three administration buildings.
- Written policies in place on acceptable use of the Internet, World Wide Web content, network management, and equipment donations.
- Distance learning lab available for all students and staff.
- District connection to internet via a DS3 (45mbps) through Dallas County Schools to the ISP provider (Qwest).
- Centralized web server in place providing District, campus and teacher information along with student work.
- All network servers are centrally located at the Districts Network Operating Facility.
- Storage Area Network solution for all critical data to ensure maximum uptime.
- All District locations are connected via 24 strands of private fiber and an OC-12 Wide Area Network ATM backbone.
- IP telephony solution that utilizes IP trunking over the District's private fiber to provide telecommunication services to all campus and District locations.
- CISD Portal framework that provides remote access to all files/folders and a collaborative learning environment for all students, staff and community members.

Coppell ISD - High School

- 2800 students; 175 staff
- One network drop in every classroom
- Ten computer labs that provide connectivity to the Internet and network based drives for all students and staff to save their work.
- Distance learning lab via Region 10
- Integrated wireless network throughout the instructional wing.
- Two wireless mobile laptop labs available on campus to be used on the wireless network.
- Computer projectors and Interactive Whiteboards available for classroom checkout.
- Direct connection to the Internet via a DS3 provided by Dallas County Schools.
- Local Area Network provides a gigabit Ethernet connectivity between MDF/IDF locations and 10/100 connectivity down to the classroom, computer labs, and office environments.

- Networked online card catalog, Internet access, Texas Library Connection, and automated checkout in the library.
- Four Campus Technology Managers to assist with technical and curricular needs.
- Textbook Management System

Coppell ISD - Middle School Campuses

- 800 students and 90 staff members at three campus locations
- One network drop in every classroom
- Three Computer labs at each campus that provides connectivity to the Internet and network based drives for all students and staff to save their work.
- Two wireless mobile laptop labs available on every campus.
- Direct connection to the Internet via a DS3 provided by Dallas County Schools.
- Local Area Network provides gigabit Ethernet connectivity between MDF/IDF locations and 10/100 connectivity down to the classroom, computer labs, and office environments.
- Computer projectors and Interactive Whiteboards on every campus for classroom checkout.
- Networked online card catalog, Internet access, Texas Library Connection, and automated checkout in the library.
- Three Campus Technology Managers to assist students and staff with technical and curricular needs.
- Textbook Management System

Coppell ISD - Elementary Campuses

- 500 students and 65 staff members at 10 campus locations.
- Three network drops in every classroom.
- Computer projectors on every campus for classroom checkout.
- Direct connection to the Internet via a DS3 provided by Dallas County Schools.
- Networked online card catalog, Internet access, Texas Library connection, and automated checkout in the library.
- One computer lab
- At least one wireless mobile laptop lab available on each campus.
- All elementary schools have at least one networked computer lab with full-time teaching assistant to aid the staff in technology implementation and training.
- Local Area Network provides gigabit Ethernet connectivity between MDF/IDF locations and 10/100 connectivity down to the classroom, computer labs, and office environments.

Telecommunications Services

Currently, all students and staff members in the school district have access to telecommunication services via four ISDN-PRI circuits through Southwestern Bell. This service is utilized over the District's private fiber network via IP trunking. Telephones are located in all campus classrooms, computer labs, offices and administration buildings. Additionally, an integrated voicemail and faxing system is in place for all staff members.

Inventory

The latest inventory of current technology available for student use in COPPELL ISD as of March 31, 2004 is given in the chart below. Only current, non-obsolete (Pentium II – 350MHz or better; at least 128MB RAM; network-capable) student computers are listed. The list does not include administrative computers or network servers.

Campus	Number of Students	Total Computers	Student/Computer Ratio
Coppell High School	2773	560	5:1
CMS East	727	152	4.8:1
CMS North	826	159	5.2:1
CMS West	802	181	4.4:1
Austin Elementary	507	93	5.5:1
Cottonwood Creek Elementary	573	94	6:1
Denton Creek Elementary	483	81	6:1
Lakeside Elementary	535	120	4.5:1
Lee Elementary	388	99	4:1
Mockingbird Elementary	454	97	4.7:1
Pinkerton Elementary	383	116	3.3:1
Town Center Elementary	536	110	4.9:1
Valley Ranch Elementary	432	100	4.3:1
Wilson Elementary	436	140	3.1:1

Total Number of Students: 9855

Student/Computer Ratio: 4.7:1

Needs Assessment

A comprehensive needs assessment utilizing teacher/student surveys, interviews, focus group sessions, inventories and the Texas Campus STaR Chart was conducted to analyze the current status of technology in the district and determine future needs. Items analyzed included: infrastructure, hardware, software, programs, courses, student achievement, technology resources, staff development, and technical support. Findings from this needs analysis are as follows.

Core Technology Recommendations:

These are recommendations for new products/solutions needed to integrate technology into every facet of the educational experience.

District:

- Centralized Streaming Solution for delivery of multi-media content
- Development of framework to support the delivery of a customized learning plan for every student; implementation of SIF compliancy for data integration
- Solution for Digital Storage for Students
- Continue development of CISD Portal Solution
- Develop web based solutions for delivery of applications
- Document Management System
- Maintain scalability of systems
- Develop backup systems to allow for disaster recovery

Campus:

- Integrated Wireless Solution
- Small TV production center with video recording and editing capabilities as well as an in house broadcast infrastructure.

Labs:

- Presentation devices
- Digital Cameras
- Scanners

Classroom:

- Presentation devices (projector, interface white board, document camera)
- Multi-media station (DVD, multi-media computer, etc.)
- Scientific Probes and other data collection devices (where appropriate)
- Graphing calculators (where appropriate)

Software:

- Networked curriculum software
- Customized Planning Software (PGP, Student goals and conferences, data analysis, etc.)
- Instructional Management system
- Digital Curriculum/Power Videos (digital media)
- PDA Interface for Portable Data
- Standards Based Reporting System
- On-Line Help-Desk Software

Programs:

- High School, Middle School, and Elementary Technology Task Force (comprised of students who show interest in technology)
- Elementary Integration Specialists

Goals & Objectives

COPPELL ISD developed goals and objectives based upon the recommendations defined by the Texas Long-Range Plan for Technology in the areas of Teaching and Learning, Educator Preparation and Development, Administration and Support Services, and Infrastructure for Technology. These goals and objectives address the core technology recommendations as mentioned above in addition to addressing the objectives and strategies as defined by the CISD Strategic Plan.

Teaching and Learning

Teaching & Learning focuses on the instructional needs of teachers and the learning needs of students in meeting the vision of technology in education.

Goals that will be addressed include:

- Integrate technology into the school curriculum in order to increase student achievement.
- To integrate the Technology Application (TA) TEKS into the District aligned curriculum.
- Increase utilization of the electronic forum that facilitates collaborative teaching and learning.
- Increase student achievement by using technology to access and evaluate student data.
- Utilize the Texas STaR Chart to implement a program that measures and drives improvement of technology integration in the education process.

Educator Preparation and Development

Educator Preparation and Development addresses the staff development needs not only of teachers but of all the members of the professional education community.

The goal that will be addressed in this area is:

- Provide on-going, sustained and intensive, high-quality professional development for staff to further the effective use of technology in the classroom, so that 100% of the teachers in CISD will be competent and highly qualified in the area of Technology Applications as defined by District standards.

Administration and Support Services

Administration and Support Services addresses the role of the technology leader to create a shared vision, encourage and sustain the appropriate integration of technology, use modern information technology tools to embrace accountability and hence use data for sound decision-making and continual assessment of effective technology for improving student learning.

Goals that will be addressed include:

- Implement a program that measures and drives improvement of technology integration in the education process.
- Provide teachers, students and parents with an electronic forum that facilitates collaborative teaching and learning.
- Provide teachers, students and parents with a second generation electronic forum that facilitates collaborative teaching and learning.

Infrastructure for Technology

Infrastructure for Technology focuses on hardware, software, and human infrastructure (the capabilities or proficiencies of those who use the technical components). The infrastructure of a school is the critical element of support for all four areas of the Long-Range Plan for Technology. This hardware—and the connecting peripherals such as the network connections and the resulting communications capabilities—enable the system to function properly. The infrastructure provides the foundation for software applications, computer programs such as graphics or spreadsheets, and the TEKS content.

The primary goals in this area will be:

- Ensure the availability of computer hardware and connectivity for all students, teachers and administrators to the CISD information system while off school premises.
- Provide teachers, students and parents with an electronic forum for collaborative teaching and learning.
- Implement an efficient technical support structure that targets 100% satisfaction in all CISD information system users.
- Provide a technical infrastructure that is secure, scalable, redundant, and always accessible to enhance the productivity of the CISD community and to empower our users by making information technology accessible.
- Integrate existing and future systems to allow for effective management and synchronization of data among disparate systems.

ACTION PLANS

Goal #1 ~ Teaching and Learning

Objective 1: Integrate technology into the school curriculum in order to increase student achievement.

LRPT Category: TL01, TL04, TL06, TL07, TL08, TL10, TL16, TL18, TL19, I07

NCLB Correlates: N01, N02, N03, N04a, N07, N08, N12

E-Rate Correlates: ER01, ER04

Strategy	Responsibility	Timeline	Budget	Evaluation
1. Increase teacher and student utilization of online resources and educational websites.	Coordinator of Instr. Technology/Elementary Technology Integration Specialists	Fall 2004; ongoing	Title IID	CISD will embed resources into existing CISD curriculum documents.
2. Provide assistive technology according to the individual instructional needs of all CISD students.	Intervention Services; Coordinator of Instructional Technology	Summer 2004; ongoing	Local Budget	Assistive technology library in place for checkout at central location

Goal #1 ~ Teaching and Learning

Objective 1: Integrate technology into the school curriculum in order to increase student achievement.

LRPT Category: TL01, TL04, TL06, TL07, TL08, TL10, TL16, TL18, TL19, I07

NCLB Correlates: N01, N02, N03, N04a, N07, N08, N12

E-Rate Correlates: ER01, ER04

Strategy	Responsibility	Timeline	Budget	Evaluation
3. Provide content specific hardware, software, training and support including, but not limited to the following software: DataStudio, ProbeWare, Criterion software, test generation software, etc.; and hardware: data probes, Intel microscopes, graphing calculators, Elmo document cameras, Smart boards, etc.	Coordinator of Instr. Technology/Elementary Tech. Integration Specialists/Dir. Of Staff Development	Fall 2004; ongoing	Title IID; Title II; Local Budget	Increased access to tools; method to be developed to determine effectiveness of tools on master of K-8 Technology Applications TEKS.
4. Research options for distance learning opportunities for our students.	Coordinator of Instr. Technology/Technology Department/ Campus Administrators/Teachers	Fall 2004; ongoing	Local Budget	Increased availability; CISD students will be able to complete coursework, communicate with field experts.

Goal #1 ~ Teaching and Learning**Objective 1: Integrate technology into the school curriculum in order to increase student achievement.****LRPT Category: TL01, TL04, TL06, TL07, TL08, TL10, TL16, TL18, TL19, I07****NCLB Correlates: N01, N02, N03, N04a, N07, N08, N12****E-Rate Correlates: ER01, ER04**

Strategy	Responsibility	Timeline	Budget	Evaluation
5. Provide digital curriculum as instructional resources at the classroom level.	Coordinator of Instr. Technology/Dir. Of Technology	Fall 2004; ongoing	Local Budget	Streaming Video System in place; Semi-annual report given to Asst. Supt for C&I of number of streams and content titles, etc.
6. Provide E-learning opportunities for our students.	Coordinator of E-Learning	Summer 2004; ongoing	Local Budget	Course Catalog
7. Provide students with the opportunity to exhibit digitally created products at a campus level event and/or to enter their projects in a technology related competition.	Coordinator of Instr. Technology/Campus Personnel	Fall 2004; ongoing	Local Budget	Technology Fair/Spotlight in Spring 2005

Goal #1 ~ Teaching and Learning

Objective 2: Integrate the Technology Application (TA) TEKS into the district aligned curriculum.

LRPT Category: TL02, TL08

NCLB Correlates: N01,N02

E-Rate Correlates: EP02

Strategy	Responsibility	Timeline	Budget	Evaluation
1. Adopt TA textbooks and resources and provide these resources to teachers K-12.	Coordinator of Instr. Technology	Spring 2004; delivered Fall 2005	State Dollars	Textbooks in place and correlations made to CISD curriculum documents
2. Develop a scope and sequence of the Technology Application TEKS grades K-8.	Coordinator of Instr. Technology/Curriculum Directors	Summer 2004; ongoing	Local Budget; Title IID	CISD will have a Scope and Sequence of the K-8 Technology Applications TEKS.

Goal #1 ~ Teaching and Learning

Objective 3: Increase utilization of the electronic forum that facilitates collaborative teaching and learning.

LRPT Category: TL05, EP05, TL04, EP05, TL20

NCLB Correlates: N01, NO4A, N08, N09, N12

E-Rate Correlates: ER01

Strategy	Responsibility	Timeline	Budget	Evaluation
1. Provide opportunity, support and incentives for teachers to develop model lesson plans, Blackboard/websites, online collaborative activities, etc.	Coordinator of Instructional Technology/ Elem. Instr. Technology Specialists/Curriculum Directors	Fall 2004; ongoing	Local Budget	Portal Database of Lessons include technology focus; every teacher has webpage updated weekly
2. Implement student e-mail to facilitate communication and collaboration.	Technology Department	Summer 2004	Local Budget	Every student 1-12 will have access to a student e-mail account.
3. Provide the opportunity for teachers to collaborate to build authentic test banks in all curricular areas utilizing test generation software.	Coordinator of Instr. Technology/ Curriculum Directors	Fall 2004; ongoing	Local Budget	Local test banks developed; examples of assessment of learning and for learning in place

Goal #1 ~ Teaching and Learning

Objective 4: Increase student achievement by using technology to access and evaluate student data.

LRPT Category: TL01,TL07,TL11, EP07, AS02

NCLB Correlates: N02

E-Rate Correlates: ER01

Strategy	Responsibility	Timeline	Budget	Evaluation
1. Utilize AESIT data to design and implement customized plans and/or PGP's for all students.	Curriculum Department/Technology Department	Spring 2004-Summer 2004; ongoing	Local Budget	Customized Plan in place for beginning of 2004-2005 School Year; Must include student data; student goals, etc.
2. Establish benchmark testing in all content areas utilizing an electronic test bank.	Curriculum Directors/Subject Coordinators/Technology Department	Summer 2004; ongoing	Local Budget	Benchmarks given at 12 and 24 weeks using electronic databases such as WebCCat, etc.

Goal #1 ~ Teaching and Learning

Objective 5: Utilize the Texas STaR Chart to implement a program that measures and drives improvement of technology integration in the education process.

LRPT Category: TL09, EP13, TL12, TL13, AS01,AS02,EP13,I01,I08,TL02,TL07,TL11,TL12

NCLB Correlates: N01, N02,N11,NO4a,N07,N12

E-Rate Correlates:

Strategy	Responsibility	Timeline	Budget	Evaluation
1. Include technology planning in all Campus Improvement Plans (CIP)	Campus Personnel/Technology Department	Fall 2004; ongoing	Personnel Hours	Technology Goals and Objectives identified in Campus Improvement Plans
2. Develop and administer an authentic performance based assessment of technology application TEKS grades K-8.	Coordinator of Instructional Technology/Curriculum Directors	Fall 2004- Spring 2005	Personnel Hours; Local Budget	Teachers will have authentic assessments to administer to students to demonstrate proficiency of TA TEKS.

Goal #1 ~ Teaching and Learning

Objective 5: Utilize the Texas STaR Chart to implement a program that measures and drives improvement of technology integration in the education process.

LRPT Category: TL09, EP13, TL12, TL13, AS01,AS02,EP13,I01,I08,TL02,TL07,TL11,TL12

NCLB Correlates: N01, N02,N11,NO4a,N07,N12

E-Rate Correlates:

Strategy	Responsibility	Timeline	Budget	Evaluation
3. Develop a regular schedule for the district tech. committee to evaluate the effectiveness of software and online curricular resources and make recommendations for changes, improvements, technical support and/or additional training needed, etc.	Coordinator of Instr. Technology	Fall 2004	Personnel Hours	Written guidelines for software/hardware purchases; recommendations for future changes and/or improvements

Goal #1 ~ Teaching and Learning

Objective 6: Students will have access to high quality technology courses in the area of career and technical services and high school Technology Application courses.

LRPT Category: I03, I07, I14, TL07

NCLB Correlates: N01, N02, N03, N05, N11, N12

E-Rate Correlates: ER03, ER04, ER05

Strategy	Responsibility	Timeline	Budget	Evaluation
1. Evaluate and make recommendations for state approved high school technology courses for students in grades 9-12.	Curriculum & Instruction, 9-12 Campus Administrators; 9-12 Campus Counselors; CATE Coordinator; Coordinator for Instructional Technology	Fall 2004; ongoing	Personnel Hours; Local Budget	CISD will exceed the state mandated number of Technology Applications courses.
2. Evaluate existing computer labs and other classroom environments (i.e. Health Science Technology) used for Technology Applications/CATE to determine hardware and software needs.	Coordinator of Instructional Technology/CATE Coordinator/Campus Principal	Fall 2004; ongoing	Personnel Hours; Allotment and Technology Budget	All labs will be equipped with the necessary hardware and software to teach courses.

Goal #2 ~ Educator Preparation and Development

Objective 1: Identify required technology skills to determine proficiency standards and training content.

LRPT Category: TL15

NCLB Correlates:

E-Rate Correlates:

Strategy	Responsibility	Timeline	Budget	Evaluation
1. The district will develop standards for all job categories in technology skills.	Coordinator of Instructional Technology; Dir. Of Staff Development; Department Supervisors and instructional supervisors	Summer 2004; ongoing	Title II; Local Budget	Online Document
2. The district will develop and administer an (on-line) tool for assessment of technology competencies.	Coordinator of Instructional Technology	Summer 2004; ongoing	Title II; Local Budget	On-line instrument developed; would provide valid data on technology skill levels for future staff/existing staff

Goal #2 ~ Educator Preparation and Development
Objective 2: Identify staff proficiencies and a method for evaluation.

LRPT Category: TL13, TL15
NCLB Correlates: N01, N11
E-Rate Correlates:

Strategy	Responsibility	Timeline	Budget	Evaluation
1. Develop an instrument and process to measure individual technology proficiency and progress towards each level as defined by the STaR Chart.	Coordinator of Instructional Technology; Director of Elem. & Sec. Curriculum; Integration Specialists	Summer 2004	Title II; Local Budget	Instrument and/or Process in Place with cited expectations and descriptions of each level of proficiency.
2. Administer assessment and/or expectations to all certified teachers and administrators.	Coordinator of Instructional Technology; Staff Development Director; Certified teachers; Integration Specialists	Benchmark - Fall 2004	Title II; Local Budget	Presentation made to Integration Specialists and Campus Principal; Evaluation embedded in teacher's summative evaluation with campus principal.

Goal #2 ~ Educator Preparation and Development

Objective 3: Provide staff development which will enable staff to meet proficiency standards.

LRPT Category: EP01, EP03, EP04, EP05, EP08, EP09, EP11, EP12, TL03

NCLB Correlates: N01, N03, N04a, N04b, N08

E-Rate Correlates: ER02

Based on findings of assessments, identify needed training programs that emphasize self-paced instruction to meet user proficiency standards and deliver training using innovative delivery strategies including the strategies listed below.

Strategy	Responsibility	Timeline	Budget	Evaluation
1. Staff Development will develop an appropriate curriculum to meet the needs determined by the assessment process.	Coordinator of Instructional Technology; Staff Development Director; Certified teachers; Integration Specialists	Fall 2004; ongoing	Title II; Local Budget	Staff Development Strand Developed for Technology Integration
2. CISD will continuously post and update the Staff Development course Catalog through portal system.	Coordinator of Instructional Technology; Staff Development Director; Certified teachers; Integration Specialists	Fall 2004; ongoing	Title II; Local Budget	Staff Development Course Catalog posted on CISD Portal; Semi-Annual report on number of registrants

Goal #2 ~ Educator Preparation and Development

Objective 3: Provide staff development which will enable staff to meet proficiency standards.

LRPT Category: EP01, EP03, EP04, EP05, EP08, EP09, EP11, EP12, TL03

NCLB Correlates: N01, N03, N04a, N04b, N08

E-Rate Correlates: ER02

Based on findings of assessments, identify needed training programs that emphasize self-paced instruction to meet user proficiency standards and deliver training using innovative delivery strategies including the strategies listed below.

Strategy	Responsibility	Timeline	Budget	Evaluation
3. Course offerings should include just-in-time training; distance learning; classroom environment, etc.	Coordinator of Instructional Technology; Staff Development Director; Certified teachers; Integration Specialists	Fall 2004; ongoing	Title II; Local Budget	Staff development course offerings include all modes of delivery/instruction.
4. Develop Professional Development Coaches/Mentors.	Coordinator of Instructional Technology; Staff Development Director; Certified teachers; Integration Specialists	Fall 2004; ongoing	Title II; Local Budget	District Determined Recognition/Incentive

Goal #3 ~ Administration Support Services

Objective 1: Implement a program that measures and drives improvement of technology integration in the education process.

LRPT Category: AS01, AS03, AS07, I01, I08, I09, I13, EP13, EP14, TL09, TL14, TL15

NCLB Correlates: N01, N02, N11

E-Rate Correlates: ER01, ER05

Strategy	Responsibility	Timeline	Budget	Evaluation
1. Evaluate progress using the criteria defined in the District Improvement Plan (DIP).	Director of Technology/Coordinator of Instructional Technology	Fall 2004; ongoing	Personnel Hours	Annual Report of Progress to Board of Trustees
2. Use the STaR Chart as a measure for improvement	Coordinator of Instructional Technology	Summer 2004; ongoing	Personnel Hours	Annual report given to central administrators and campus administrators of progress made on STaR chart.

Goal #3 ~ Administration Support Services

Objective 2: Provide teachers, students and parents with an electronic forum that facilitates collaborative teaching and learning.

LRPT Category: AS05, AS06, AS07, AS08, I02, I04, I05, I06, I07, I10, I12, I14, TL18, TL21

NCLB Correlates: N05, N06, N12

E-Rate Correlates: ER03, ER04

Strategy	Responsibility	Timeline	Budget	Evaluation
1. Ensure the availability of computer hardware and connectivity for all students, teachers and administrators to the CISD information system while off school premises.	Technology Department; Central Administrators	Summer 2004; ongoing	Local Budget	All CISD students and staff have access to technology off of school grounds; school to home program in place.
2. Provide a Director of Technology.	Superintendent; Asst. Supt. Of C&I; Asst. Supt. Of Human Resources	Summer 2004	Local Budget	Director of Technology Named

Goal #3 ~ Administration Support Services

Objective 2: Provide teachers, students and parents with an electronic forum that facilitates collaborative teaching and learning.

LRPT Category: AS05, AS06, AS07, AS08, I02, I04, I05, I06, I07, I10, I12, I14, TL18, TL21

NCLB Correlates: N05, N06, N12

E-Rate Correlates: ER03, ER04

Strategy	Responsibility	Timeline	Budget	Evaluation
3. Ensure sufficient funding to support hardware, software and staff (pursue competitive grants, e-rate discounts and locally creative funding sources).	Technology Department; Central Administrators	Summer 2004; ongoing	Local Budget	Every CISD student has a technology-rich learning environment.

Goal #3 ~ Administration Support Services

Objective 3: Communicate a shared vision for the integration of technology.

LRPT Category: AS05, EP05, EP10, I11, I15, TL04, TL05, TL06, TL19

NCLB Correlates: N09, N12

E-Rate Correlates: ER03

Strategy	Responsibility	Timeline	Budget	Evaluation
1. Advocate risk-taking and continuous innovation in technology.	Central Administrators; Campus Administrators; Campus Technology Committee; Site Base Team	Fall 2004; ongoing	Local Budget; Personnel Time	Increased use of technology; Time for sharing ideas and lessons will be built into faculty meetings or department meetings as well as central level meetings.
2. Maintain awareness of emerging technologies and their application to education.	Technology Department; Central Administrators; Campus Administrators	Fall 2004; ongoing	Local Budget; Personnel Time	Attendance at State and National Conferences; ListServ Memberships; Technology Periodicals/Magazines, etc.

Goal #3 ~ Administration Support Services**Objective 3: Communicate a shared vision for the integration of technology.****LRPT Category: AS05, EP05, EP10, I11, I15, TL04, TL05, TL06, TL19****NCLB Correlates: N09, N12****E-Rate Correlates: ER03**

Strategy	Responsibility	Timeline	Budget	Evaluation
3. Develop a system of evaluating, collecting and sharing various resources such as web resources, electronic tutorials, ListServes with staff and community	Technology Department; Coordinator of Instructional Technology	Fall 2004; ongoing	Local Budget, Personnel Time	Shared forum for technology related magazines, ListServes, etc.
4. Promote, enforce, and update local policies such as acceptable use policy, CIPA, etc.	Director of Technology; Coordinator of Instr. Technology; and Asst. Supt. Of C&I	Summer 2004; ongoing	Personnel Time	Every CISD employee/student will understand and adhere to policies and procedures; Local policy reflects updates, etc.
5. Develop options to facilitate communication between various interest groups (e.g. discussion threads, chat rooms, ListServes).	Director of Technology; Coordinator of Instructional Technology	Fall 2004; ongoing	Local Budget	Discussion Threads available to all constituents through CISD Portal System.

Goal #4 ~ Infrastructure for Technology

Objective 1: Ensure the availability of computer hardware and connectivity for all students, teachers, and administrators to the CISD information system while off school premises.

LRPT Category: I02, I03, I11, I12, TL18

NCLB Correlates: N01, N03, N08

E-Rate Correlates: ER01, ER03

Strategy	Responsibility	Timeline	Budget	Evaluation
1. Complete a needs assessment to determine access.	Technology and Curriculum Department	Summer 2004; ongoing	Technology Budget (Local Budget)	Survey results: Internet access, hardware, software, facility use
2. Research and implement cost effective means for providing students and staff with access to the software and hardware they need to complete their work.	Technology Department and Instructional Technology Coordinator	Ongoing	Technology Budget (Local Budget), state technology allotment	Project plan, technology inventory, Internet Service Provider programs

Goal #4 ~ Infrastructure for Technology

Objective 2: Provide teachers, students and parents with an electronic forum for collaborative teaching and learning.

LRPT Category: AS02, AS04, AS05, EP14, TL05, TL06, TL21

NCLB Correlates: N03, N08, N09

E-Rate Correlates:

Strategy	Responsibility	Timeline	Budget	Evaluation
1. Gather input from intended audiences regarding the needs of each level to be considered in designing and implementing the various features offered through an electronic forum.	Technology and Curriculum Department	Summer 2004	Technology Budget (Local Budget)	Survey results, project plan
2. Develop electronic options to communicate/ disseminate current classroom information to students and parents (e.g., website or portal)	Technology Department	Spring 2004	Technology Budget (Local Budget)	Student e-mail, portal components (E-Groups, embedded discussion threads), Blackboard, campus websites

Goal #4 ~ Infrastructure for Technology

Objective 2: Provide teachers, students and parents with an electronic forum for collaborative teaching and learning.

LRPT Category: AS02, AS04, AS05, EP14, TL05, TL06, TL21

NCLB Correlates: N03, N08, N09

E-Rate Correlates:

Strategy	Responsibility	Timeline	Budget	Evaluation
3. Create an evaluation method and instrument to measure participation and use. Analyze evaluation results to guide on-going improvements to be shared in the second generation electronic forum.	Technology Department	Ongoing	Technology Budget (Local Budget)	Number of electronic forum posts, e-mail usage reports, number of campus website hits
4. Enhance existing portal based solution for all students, staff and parent/guardians to access CISD information systems from wherever and whenever they need it.	Curriculum and Technology Department	Ongoing	Technology Budget (Local Budget)	Project plans

Goal #4 ~ Infrastructure for Technology

Objective 3: Implement an efficient technical support structure that targets 100% satisfaction in all CISD IT system users.

LRPT Category: AS08, I02

NCLB Correlates: N12

E-Rate Correlates:

Strategy	Responsibility	Timeline	Budget	Evaluation
1. Create a technical support evaluation instrument to measure quality of service to make on-going improvements.	Technology Department	Summer 2004; ongoing	Technology Budget (Local Budget)	Online helpdesk ticket tracking reports, annual technician evaluation documentation

Goal #4 ~ Infrastructure for Technology

Objective 4: Provide a technical infrastructure that is secure, scalable, redundant, and always accessible to enhance the productivity of the CISD community and to empower our users by making information technology accessible.

LRPT Category: AS05, I02, I04, I05, I06, I07, I10, I14, I15, TL10, TL18, TL19, TL21

NCLB Correlates: N12

E-Rate Correlates: ER01, ER03, ER04

Strategy	Responsibility	Timeline	Budget	Evaluation
1. Forecast and plan for anticipated CISD users, capacity, space, network connectivity and demand for CISD services.	Technology Department	Spring 2004; ongoing	Technology Budget (Local Budget)	Projected student enrollment, anticipated community growth, network server utilization logs.
2. Develop and implement a Clustered server solution to provide high availability for critical services.	Technology Department	Spring 2004; ongoing	Technology Budget (Local Budget)	Project plan
3. Develop a CISD Network Data Security Plan.	Technology Department	Spring 2004; ongoing	Technology Budget (Local Budget)	Technology Acceptable Use Policy, project plan, security plan approved by school board.

Goal #4 ~ Infrastructure for Technology

Objective 4: Provide a technical infrastructure that is secure, scalable, redundant, and always accessible to enhance the productivity of the CISD community and to empower our users by making information technology accessible.

LRPT Category: AS05, I02, I04, I05, I06, I07, I10, I14, I15, TL10, TL18, TL19, TL21

NCLB Correlates: N12

E-Rate Correlates: ER01, ER03, ER04

Strategy	Responsibility	Timeline	Budget	Evaluation
4. Review and refresh CISD IT standards as needed.	Technology Department	Spring 2004; ongoing	Technology Budget (Local Budget)	Technology computer inventory, benchmark documentation, Technology Committee recommendations
5. Review and revise existing backup and recovery plan to support technology initiatives and implement necessary changes.	Technology Department	Spring 2004	Technology Budget (Local Budget)	Project plan

Goal #4 ~ Infrastructure for Technology

Objective 5: Integrate existing and future systems to allow for effective management and synchronization of data among disparate systems.

LRPT Category:

NCLB Correlates:

E-Rate Correlates: ER01, ER03, ER05

Strategy	Responsibility	Timeline	Budget	Evaluation
1. Define, document and adopt data architecture standards as needed.	Technology Department	2005; ongoing	Technology Budget (Local Budget)	Project plan, District policy adopted by school board
2. Define the requirements for and implement an e-provisioning solution that automates the creation of accounts, assignment of roles and authority, creation of user folder, and other allocated CISD network resources.	Technology Department	2005; ongoing	Technology Budget (Local Budget)	Project plan
3. Create a review board that will evaluate hardware and software purchases.	District Technology Committee	2005; ongoing	Personnel Time	Committee attendance, agenda and reports

Budget

Shown below are the budget areas, estimated budget costs and funding sources for CISD technology initiatives.

Budget Detail – 2004-2005 (Year 1)

Budget Area	Costs	Funding Sources
Professional Development	\$135,000	Local, federal (Title II Part D)
Telecommunications (SWB, Verizon)	\$160,000	Local
Hardware	\$500,000	Local, state technology allotment, bond, E-rate
Software & Licensing	\$250,000	Local
Maintenance & Support	\$135,000	Local
Miscellaneous Contracted Services	\$85,000	Local
Total	\$1,265,000	

Budget Detail – 2005-2006 (Year 2)

Budget Area	Costs	Funding Sources
Professional Development	\$150,000	Local, federal (Title II Part D)
Telecommunications (SWB, Verizon)	\$160,000	Local
Hardware	\$550,000	Local, state technology allotment, bond, E-rate
Software	\$275,000	Local
Maintenance & Support	\$150,000	Local
Miscellaneous Contracted Services	\$95,000	Local
Total	\$1,380,000	

Budget Detail – 2006-2007 (Year 3)

Budget Area	Costs	Funding Sources
Professional Development	\$165,000	Local, federal (Title II Part D)
Telecommunications (SWB, Verizon)	\$160,000	Local
Hardware	\$600,000	Local, state technology allotment, bond, E-rate
Software	\$300,000	Local
Maintenance & Support	\$165,000	Local
Miscellaneous Contracted Services	\$105,000	Local
Total	\$1,495,000	

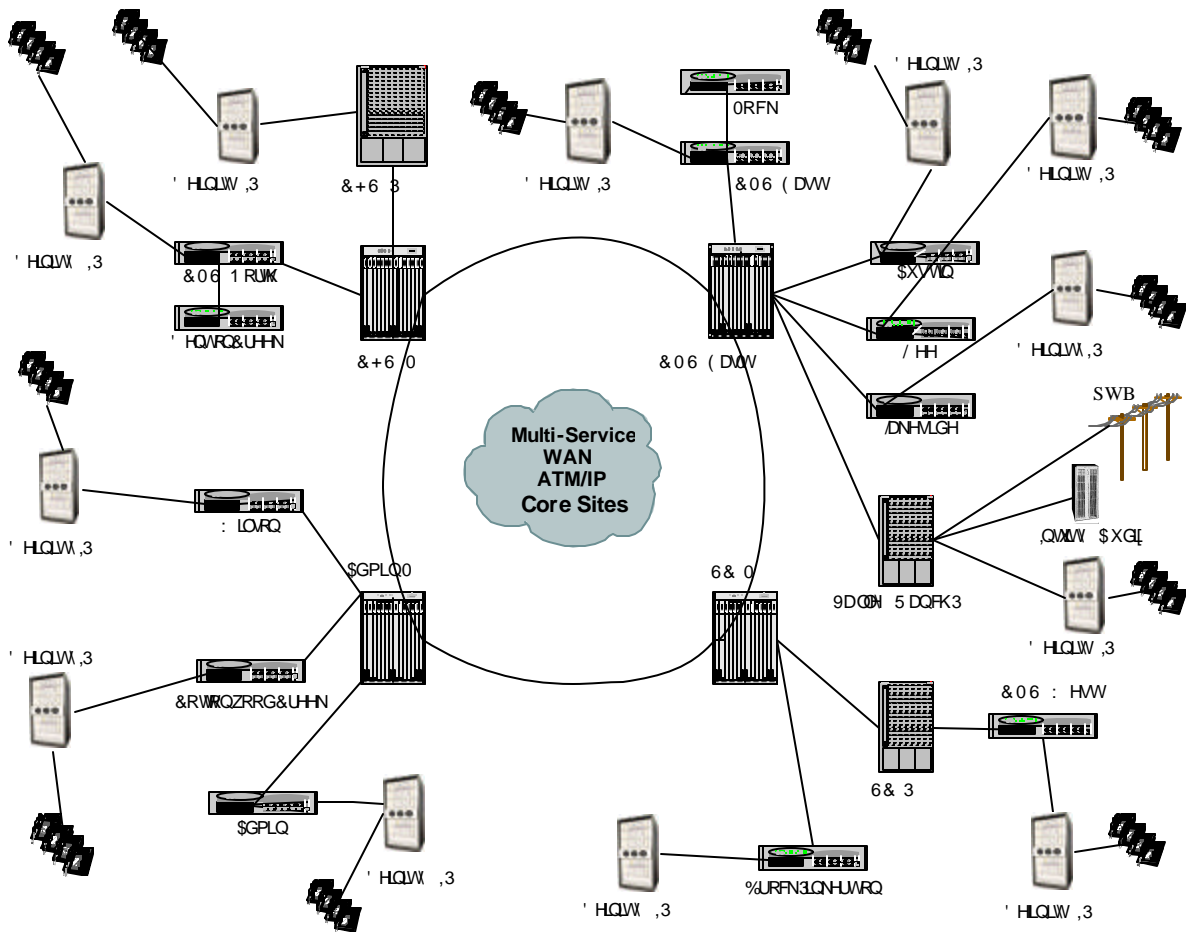
Budget Detail – 2007-2008 (Year 4)

Budget Area	Costs	Funding Sources
Professional Development	\$182,000	Local, federal (Title II Part D)
Telecommunications (SWB, Verizon)	\$160,000	Local
Hardware	\$650,000	Local, state technology allotment, bond, E-rate
Software	\$325,000	Local
Maintenance & Support	\$180,000	Local
Miscellaneous Contracted Services	\$115,000	Local
Total	\$1,612,000	

All budgeted areas are funded through a variety of sources, including but not limited to, local dollars, state technology allotment, federal funds, bond, E-rate and possible future grants.

Appendices

Appendices A - Coppell ISD Technology Infrastructure



Appendices B - Electronic Communications Acceptable Use Policy

Students have access to the Internet and its resources to support the curriculum of Coppell ISD and to fulfill state educational requirements and standards set forth in the Texas Essential Knowledge and Skills (TEKS).

The Electronic Communications System includes, but is not limited to, District's library catalog, Internet sites bookmarked by teachers, online magazine and periodical resources, online encyclopedia resources and their links, virtual field trips, virtual classes, and any site that District's Internet filter does not block.

By signing the 2003-2004 Agreement for Participation form, the student and the parent or guardian, have discussed and agree to the following rights and responsibilities and understand that violations of this agreement may result in disciplinary action:

- I will limit my use of the Electronic Communications System in school to the educational objectives established by my teachers;
- I will not retrieve or send unethical, illegal, immoral, or simply inappropriate or unacceptable information of any type;
- I will follow the rules on network etiquette, which includes the use of appropriate language and polite responses. I will not use abusive language of any type, including swearing and name-calling;
- I will not share my home address, phone number or last name with another user for any purpose;
- I understand that information obtained on-line is the private intellectual property of its author, unless specified. I will not plagiarize information obtained in any form otherwise and will adhere to all copyright laws and guidelines.
- I will not attempt to bypass the security built into the system, and I recognize that doing so will result in immediate cancellation of my privileges;
- I will not interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses, and using a network to make unauthorized entry to any other machine via a network. Criminal prosecution could result in misuse.
- I will not use the Electronic Communications System access provided by Coppell ISD for illegal purposes of any kind; I will not use Electronic Communications System access to transmit threatening, obscene, or harassing materials. By signing the Statement of Consent, I understand and agree that COPPELL ISD will not be held responsible if I participate in such activities.

Appendices C - Agreement for Participation in an Electronic Communications System

I have read the District's Electronic Communications Policy and regulations and agree to abide by its provisions. I understand that Coppell ISD Electronic Communications System use is designed for educational purposes. I understand that it is impossible for Coppell ISD to restrict access to all controversial materials.

- I give permission for my child to participate in the District's Electronic Communications System and certify that the information contained on this form is correct. In consideration for the privilege of using the district's Electronic Communications System, I hereby release the district, its operators, and any institutions with which they are affiliated from any and all claims and damages arising from my child's use of, or inability to use, the system including, without limitation, the type of damage identified in the district's policy and administrative regulations.

- I do not give permission for my child to participate in the District's Electronic Communications System.

****Parents may refuse Electronic Communications System privileges. By refusing privileges, your child will not be able to participate in the District's library catalog, virtual field trips, virtual classes, Internet sites defined by the teacher and/or campus, online resources, and any other site that the District deems appropriate for educational purposes.**

Parent's Signature

Student's Signature

Name (printed)

Date

Name (printed)

Date

**Appendices D - Coppell ISD
Parental E-mail/ Fax Consent Form**

I, _____ (parent's or guardians full name), give/ do not give (circle one) my permission for the following student information about my child, _____ (child's full name) to be sent to me electronically by the staff of Coppell Independent School District: (check all that apply)

____academic progress/grades ____behavior
____medical condition/disability ____other (please specify)

I understand that the transmittal of this material may not be available by entirely secure methods and may be capable of observation, interception, or monitoring by others. Further, I understand the District cannot guarantee the records will be received only by the requester at the E-mail address provided. I request the student information about my child to be sent to the following: (Check your preference)

____E-mail address _____
____Fax # _____

Parent/Guardian Signature _____
Today's Date _____

Consent Valid Through The End Of The Current School Year Unless Otherwise Noted.

Appendices E - Coppell Independent School District Acceptable Use Policy for Technology

1. The use of any technology (including, but not limited to, computers, network-delivered services, the Internet, audio-visual equipment, televisions, and VCRs) must support the educational goals of Coppell Independent School District (CISD). Use must be authorized by the Director of Technology and must lie within the bounds of CISD curriculum.
2. Accessing or transmitting any material which is considered inappropriate or is in violation of any federal or state law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
3. Individual(s) involved in any of the following will be subject to disciplinary action in accordance with the CISD Discipline Management Plan:
 - Any involvement in, or attempt to, access, alter, or change the data of another user (trespassing or vandalism)
 - Any involvement in, or attempt to, access, alter, or change the configuration of a computer in such a way that would disrupt use or interrupt instruction (vandalism)
 - Any individual who is involved in, or attempts to, access, alter, or change network configuration, security, or administration without written permission from the CISD Director of Technology or his/her designee (trespassing or vandalism)
4. CISD computers, the Internet, and other network-delivered services should not be used for profit.
5. When placing, removing, or restricting access to specific databases or the Internet or other network-delivered services, school officials shall apply the same criteria for educational suitability used to evaluate all other educational resources.
6. The Acceptable Use Policy for Technology and the User Responsibilities will be posted near all computers.

Parents who have objections to the Internet or other network-delivered services may assume responsibility for imposing restrictions only on their own child(ren). Any parent wishing to restrict his/her child's access to such services must provide the school with this restriction in writing. For details, see the CISD board policy governing the selection and adoption of instructional materials.

Appendices E (continued) - User Responsibilities

All users are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not restricted to) the following:

- A. BE POLITE. Never send, or encourage others to send, abusive messages.
- B. USE APPROPRIATE LANGUAGE. Remember that you are a representative of your school and district on a non-private system. You may be alone with your computer, but what you say and do on your computer can be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- C. PRIVACY. Do not reveal any personal information, including your home address or personal phone numbers or those of students or colleagues.
- D. ELECTRONIC MAIL. Never assume electronic mail is private. Messages relating to or in support of illegal activities must be reported to the authorities.
- E. DISRUPTIONS. Do not use the network in any way that would disrupt use of the network by others.
- F. OWNERSHIP. Any data, or communication placed on district equipment will become the property of CISD.
- G. VANDALISM. Any attempt to alter or destroy data of another user will be subject to disciplinary action.
- H. OTHER CONSIDERATIONS:
 - Do be brief. Few people will bother to read a long message.
 - Do abbreviate when possible.
 - Do include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and Internet address.
 - Do post only to groups you know.
 - Do remember that all network users are human beings. Don't attack correspondents; persuade them with facts.

Appendices F - Bibliography

Carroll ISD Technology Plan (2004, December), Technology Committee for Carroll ISD, Carroll, Texas

Lewisville ISD Technology Plan (2004, February), Technology Committee for Lewisville ISD, Lewisville, Texas

Long-Range Plan for Technology 1996-2010, (1996, November) Appointed by Commissioner of Education Mike Moses, prepared by Texas Task Force on Educational Technologies. Austin, Texas

National Educational Technology Standards (2000), written for International Society for Technology in Education (ISTE), Eugene, Oregon

Progress Report on the State of Texas Master Plan for Educational Technology (2002, December) Felip T. Alanis, Commissioner of Education for the Texas Education Agency