



Technology Plan

Section 1 – (Required Element: Cover Page)

Berrien Regional Education Service Agency

711 St. Joseph Avenue
Berrien Springs, MI 49103
269-471-7725

Michigan District # 11000

Dates Covered by this Plan:

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Intermediate District: Berrien Regional Education Service Agency

<http://www.berrienresa.org/technology/>

Section 2 – (Required Element: Introductory Material)

Mission

Our Mission is to provide programs and services to our constituent school districts which will enhance learning opportunities for all students.

Demographics

The Berrien Regional Education Service Agency is located in Berrien County along Lake Michigan in the Southwest corner of Michigan. Indiana is adjacent to the southern border. Berrien RESA serves about 26,000 students in 16 public school districts, 20 parochial schools and four public school academies. Local school districts in the county range from urban, high-poverty districts to small rural districts. About sixty percent of the students in the county receive free or reduced lunch.

The district is composed of an administration building, Blossomland Learning Center which is a K-12 program serving severely disabled students, Lighthouse Education Center, a K-12 program for severely emotional impaired children, a Career-Tech building for a building trades program, a bus garage and several support buildings. The district also provides off site special education program including the Berrien County Juvenile Center and several classrooms in various local districts.

School Buildings

Administration Building
711 St. Joseph Avenue
Berrien Springs, MI 49103

Blossomland Learning Center
711 St. Joseph Avenue
Berrien Springs, MI 49103
Enrollment: 207

Lighthouse Education Center
379 W. Glenlord Rd.
St. Joseph, MI 49085
Enrollment: 108

Juvenile Center Education Program
6414 Deans Hill Road
Berrien Center, MI 49102
Enrollment: 42 (constantly changes as students move in and out)

Personnel

The district employs 258 people. This includes 13 administrators, 125 teachers, consultants and psychologists, 4 curriculum specialists, 6 data processing specialists, 72 paraprofessionals, 20 clerical staff and 11 maintenance staff.

Section 3 – (Required Element: Vision and Goals)

Vision

The vision of Berrien RESA is to provide both a technology rich environment and resources that make possible the productive and efficient operation of the RESA. In addition, it is our mission to supply expertise and inspiration to our constituent schools to enable success in making technology a transparent element of their curriculums.

Goals

In order to realize this vision, Berrien RESA will pursue the following goals:

1. Initiate and support activities that assure integration of technology into teaching and learning in classrooms in the RESA and constituent districts.
2. Be leaders in technology consistent with the leadership statement in our mission.
3. Provide resources, materials and expertise to assure that technology will improve student learning and achievement.
4. Model effective uses of technology in education.
5. Stay up to date on the leading edge of technology and technical use.
6. Support technology initiatives in our strategic plan and school improvement plans.
7. Enhance assistive technology training and integration.
8. Use technology to enhance communication and delivery of programming.

Striving for these goals will enable Berrien RESA as well as our constituent districts to augment our ability to use technology independently and in a manner that increases productivity and student achievement.

This three-year technology plan only serves as a guide for what we think we need to do. As an educational service agency, we feel strongly that we need to be the leaders in the use of technology. We have to be on the “cutting edge” and sometimes even on the “bleeding edge” to be able to determine what technologies can help students learn. Consequently this plan is under constant evaluation. Technology issues are included in our annual strategic planning process. We evaluate what we do on a daily, weekly, monthly, and yearly basis. We need to recognize what works and what does not work and be ready to change as necessary.

I. Curriculum

Section 4 - Curriculum Integration (Required Element A)

The Berrien RESA strategic plan specifies that the main purpose of Berrien RESA will be to provide programs and services that align with both national and state standards including the Michigan Educational Technology Standards and Benchmarks. We believe that all of our goals are aligned with these standards and we strive to model what we encourage our local districts to strive for. Our strategic plan also dictates that all of the programs and services we offer be based on research. All of the professional development that we provide is offered with the idea of making the technology “transparent;” in other words the focus is on using technology as a tool, not an “end” in itself.

In both district classrooms and LEA classrooms specific goals are in place to use advanced technology to improve student achievement consistent with state and national standards. The eighth grade students in the district and county are assessed for technology literacy. These goals include:

- Teachers will utilize various classroom resources available at the Berrien Regional Education Service Agency.
- Assisting student to apply appropriate technologies to critical thinking, creative expression, and decision-making skills.
- Integrating technologies including video conferencing and online instruction.
- Integrating digital media as well as other technology-enhanced content into instruction.

The Berrien RESA uses its website as an electronic format for the delivery of curriculum content and resources to raise student achievement. Additionally, curriculum area websites are provided for students, teachers and parent use.

Berrien RESA also offers special programs to children with special needs. It is one of our goals to research and provide technology in the area of assistive devices that will help students with special needs to use technology. After referral from local school districts, team members (defined by Region Guidelines) evaluate cognitive abilities, academic and literacy levels, language and communication skills, attitudes and preferences of the student/family regarding acceptance and maintenance of an assistive technology device. The Berrien RESA team considers the use of this technology related to, but not limited to, learning opportunities and curriculum expectations, current IEP goals and other technology considerations.

Section 5 - Student Achievement (Required Element B)

Increased student achievement will be obtained by implementing instructional technology across the classroom benchmarks. These benchmarks include focus on keyboarding, word processing, desktop publishing, online telecommunications, multimedia, and integration into content areas consistent with the Michigan Educational Technology Standards.

Another example is the use of interactive videoconferencing field trips to increase student achievement. Students experience real world applications at a reduced cost to the district through interactive videoconferencing field trips.

Teachers are more effective though the utilization of technology. The district has and will continue to provide technology tools for teaching resulting in higher student achievement.

Furthermore, adaptive technology is utilized in special education classrooms to assist students with achievement.

The timeline to integrate technology is on-going. As each content area is reviewed efforts are made to further integrate technology. With the assistance of local districts, the Berrien Regional Education Service Agency helped the development of a countywide curriculum in the core areas. The core curriculum is now complete. Each core area curricula includes strategies to integrate instructional technology. Additionally, the curriculum encourages teachers to utilize technology in the delivery of content.

Section 6 - Technology Delivery (Required Element C)

Berrien RESA enables Internet access to many of the schools that it serves. Berrien RESA does this on a consortium basis to make access to the Internet more affordable to our local districts. We do, and will continue to, provide the telecommunication infrastructure, training, and resources for schools to be able to use the Internet as a valuable learning tool with students. The Berrien RESA has installed an extensive two-way interactive videoconferencing system connected to twenty two sites for the purpose of providing students access to resources they would not be able to have without the system.

Berrien RESA operates a Discovery Education Media Server to distribute Discovery Education streaming content and local content to Southwest Michigan schools that subscribe to the service. In addition, Berrien RESA hosts a Moodle server and makes it available to area teachers for the purpose of hosting online classes or enabling blended learning environments. This addition of online instruction further enhances teachers' ability to equip students with 21st Century skills. All classrooms have Internet connected computers for student and staff use.

Berrien RESA operates a video conferencing bridge to enable connections between LEAs and locations around the world. The bridge is utilized throughout the state to facilitate meetings, conferences, etc.

During the 2010-2011 school year, Berrien RESA implemented an online special education Student Information System (Illuminate) for the purpose of streamlining the IEP process within the county.

For the 2011-2012 school year, many LEAs will be implementing PowerSchool as a new Student Information System. Berrien RESA is hosting PowerSchool in our Date Center to facilitate better access for LEAs.

Section 7 - Parental Communications and Community Relations (Required Element D)

Parent communications include working with a Parent Advisory Committee as informal groups. Communication includes building and district web sites, email, printed materials and parent meetings. Parent involvement is promoted through web sites, emails, printed materials and

informal contacts. To increase community communication, Berrien RESA has established a social media presence. The increased use of social media sites such as Facebook necessitated this addition to our communication strategy.

Berrien RESA currently utilizes an emergency notification system to instantly share information with staff and parents.

As an Educational Service Agency we rely heavily on involvement from outside organizations for input on the programs and services that we offer. Berrien RESA has many advisory committees made up of parents and citizens from many different communities. We communicate with these groups through our Berrien RESA web site (<http://www.berrienresa.org>), printed publications, and scheduled meetings. All Berrien RESA staff use email as a major form of communication with our constituents.

It should be noted that Berrien RESA collaborates with statewide educational organizations. We promote and are members of the MACUL organization, grant and awards programs, and other programs targeted to improving educational technology use. We collaborate with TWICE (Two Way Interactive Communications in Education) for videoconference activities. Other organizations we collaborate with include the REMC Association of Michigan, Connected Communities (a local organization working on the Link Michigan Project), MASB, MDE, and other educational service agencies. Organizations Berrien RESA has worked with include the Cornerstone Alliance, Andrews University, Southwest Michigan Volunteer Center, Michigan Works, and the Michigan State Extension as part of our commitment to the local community.

The implementation of PowerSchool throughout much of the service area will continue to allow parents access to information about their child's attendance, and monitor their children's grades.

Section 8 - Collaboration (Required Element E)

Berrien RESA works with adults in a number of ways. Special education services are provided to individuals up to 27 years of age. All RESA resources are available to these students. The district is also involved in several programs that impact adult learning

- Berrien County Volunteer Center
- Homeless Program
- Curriculum Department Literacy Programs

The Berrien RESA Early Childhood program includes parenting programs in which adult literacy issues are a significant part. This program is able to utilize technology resources of the district.

II. Professional Development

Section 9 - Professional Development (Required Element F)

All staff is provided professional development opportunities to utilize available technology. New staff is afforded orientation to technology at their disposal. Professional development efforts include strategies for staff to integrate technology into the curriculum in a way to improve

student achievement. Further, training is provided both for in district staff and RESA constituents.

This professional development effort goes beyond simple skill development to equipping staff to integrate technology into the curriculum and the operation of the district. Throughout professional development offerings, care is taken to align content with the National Educational Technology Standards for Teachers (NETS). Training is provided on a regular basis as well as on demand when the need arises. Staff is provided the tools and training to be effective in their use of technology.

Professional development is an on-going effort of the district. Training sessions are scheduled throughout the year. Additional opportunities are afforded when there is a need or new technology becomes available.

Timetable

- Year 1 (2011-2012)
 - New staff will participate in professional development in the use of technology in the district. This training includes use of the district's telephone system, network, email, and Internet access.
 - Data Director training will continue for instructional staff.
 - Training on Illuminate will continue for special education staff and other involved in Individualized Education Plans (IEP)
 - General professional development on technology resources will be offered throughout the year.
 - Training using online resources will be provided as needed to professional staff in the district and from the local districts.
 - Training will continue for local districts on the RESA facilitated SIS, both PowerSchool and Illuminate
 - Training in office applications will be provided as needed
 - Training will be provided for Discovery Education streaming
 - Training using video conferencing will be provided
 - Training using district telephone equipment as needed
- Year 2 (2012-2013)
 - New staff will participate in professional development in the use of technology in the district. This training includes use of the district's telephone system, network, email, and Internet access.
 - Data Director training will continue for instructional staff.
 - Training on Illuminate will continue for special education staff and other involved in Individualized Education Plans (IEP)
 - General professional development on technology resources will be offered throughout the year.
 - Training will continue for local districts on the RESA RESA facilitated SIS
 - Training in office applications will be provided as needed
 - Training will be provided for Discovery Education streaming
 - Training using video conferencing will be provided

- Training using district telephone equipment as needed
- Professional Development will be designed and delivered as the need arises.
- Year 3 (2013-2014)
 - Training in office applications will be provided as needed
 - Training will be provided for Discovery Education streaming
 - Training on Illuminate will continue for special education staff and other involved in Individualized Education Plans (IEP)
 - Training using video conferencing will be provided
 - Training using district telephone equipment as needed
 - Professional Development will be designed and delivered as the need arises.
 - With the aggressive approach to grants and projects, it is anticipated that additional professional development will be needed for new and emerging programs.

Professional development is provided aligned with the Michigan Professional Development standards and monitored by the districts Professional Development consultant. The National Educational Technology Standards (NETS) developed by the International Society for Technology in Education (ISTE) and Michigan State Technology Plan continue to guide professional development activities.

Section 10 - Professional Development (Required Element G)

- **District Policies**
 - Berrien RESA is in complete compliance with the Children’s Internet Protection Act and provides content filtering for all of the districts connected to the Berrien RESA WAN. All staff, students and parents with accounts on the Berrien RESA system must sign and agree to abide by the technology use policies of Berrien RESA and its Acceptable Use Policy. Failure to abide by the AUP will result in the termination of the users Internet account and in the case of employees of Berrien RESA could lead to job termination. The AUP and technology policies will be evaluated and revised as necessary on a yearly basis.
 - Board of Education Policy 4500, Technology, deals with technology and equipment use.
 - Board of Education Policy 7050, Curriculum, encourages the use of technology in curriculum integration.
 - Board of Education Policy 7350, Instructional Resources, provides that the Superintendent purchase technology and related training of operation and instruction.
 - Board of Education Policy 7400, Instructional Materials, encourages staff to utilize instructional materials related to technology.
- **Manuals and Printed Materials** – Staff receives appropriate manuals and material to utilize technology.
- **Video Lending Library/REMC Materials** – Berrien RESA is home to REMC 11 and all videos and other materials are readily available to all staff. The Department of Instructional Technology and Media services (REMC) maintains a video collection along with classroom software and technology support material.

- **Informational School Web Site** – The Berrien RESA web site has information for staff, parents and community. The site offers extensive classroom and other resources to assist staff in the integration of technology.
- **Instructional, Training Software** – Staff has access to Michigan Virtual University, Atomic Learning and the Instructional Technology Department’s courses and workshops.
- **REMC Support** – Again, Berrien RESA is home to REMC 11 and the Department of Instructional Technology and Media Services. The department provides a supervisor, an instructional technology consultant, and support staff. The department provides:
 - Technology consultant and technical support services
 - Staff development support
 - Support for tech coordinators and administrators
 - Technology planning assistance
 - Classroom demonstrations
 - Classroom resources
 - SouthwestNet Distance Learning Collaborative
 - DE streaming
 - Best Practices of Technology Integration in Michigan
- **Berrien RESA Data Department** – The Data Processing Department along with the Department of Technology and Media Services offers daily support in the use of software and other electronically delivered resources. The Department of Data Processing offers support and training to all of the users of its systems (student accounting and payroll systems). Providing telephone support and online help systems for their software and hardware in addition to face-to-face training does this.
- **Telephone and Online** - The Department of Technology and Media Services offers telephone and online support for the software and resources used in the classroom. The video collection can be accessed via the web and items booked via the web. In addition to providing online services such as DE streaming, we also offer training programs on the use of these systems

III. Infrastructure

Section 11- Infrastructure Needs/Technical Specifications, and Design (Required Element H)

Current Status

Berrien RESA has established and will maintain a countywide Wide Area Network that assists districts in processing, sharing, and accessing student data. Berrien RESA also provides Internet services to our school districts via high-speed data transmission lines. In addition, we use this network to provide a two-way interactive videoconferencing network. The Berrien RESA Administration building has been outfitted with wireless access points so that the entire building is a wireless zone.

A multi-line telephone system is equipped with voice mail. Berrien RESA currently utilizes a Wave system from Vertical, an IP capable multi line phone system with integrated voice mail.

Lighthouse Education Center utilizes a Panasonic phone system completely separate from Berrien RESA.

The district utilizes cellular telephone service to provide communication as many employees travel to various buildings in the county. Other functions throughout Berrien RESA necessitate the need for this type of telecommunications. In addition, some employees need telecommunications and access to the Internet with the use of smart phones, wireless Internet devices for computers (includes air cards) and other mobile Internet devices.

The district currently utilizes smart phones for administrative personnel. The district plans to purchase more throughout the years of this plan if the need arises as well as wireless Internet devices for computers and other mobile Internet devices. The function of smart phones, wireless Internet devices for computers and other mobile Internet devices maintains communication with parents and staff when computer access is not available and can be used for emergency purposes to maintain a safe environment.

Berrien RESA maintains a Technology Training Center that serves as a learning hub for professional development and technology investigation. We will continue to sustain this facility as new technologies are realized.

Berrien RESA provides a Discovery Education streaming host server to increase performance and save the district's Internet bandwidth.

One of the major initiatives continues to be converting many of our data processing applications to the web, which means that educators, students, and parents will have access to applications anywhere, anytime. Furthermore, Berrien RESA continues to assist districts that are transitioning to business and students information systems by providing some support as well as help in migrating data from one system to another.

In addition to the technical support offered to local schools Berrien RESA also assists local schools in the purchase of technology. Berrien RESA participates in the REMC Bid-buy program and encourages its member schools to purchase off the REMC Bid list. The REMC Store saves local school districts a significant amount of money on their technology related purchases. The data processing department also assists local schools with technical specifications and the purchase of technology.

Technology Needs

There is a marked increase in demand for additional bandwidth with the RESA and the local districts. As more and more resources are utilized for operation and instruction, the current connectivity is proving not to have sufficient capacity. Improvement in telecommunications infrastructure is underway. Eight districts and the Lighthouse Education Center are connected via fiber and it is anticipated more districts will move to this technology during the life of the plan.

There is also increased demand for expanded services with video conferencing. Video conferencing equipment and the bridge hardware will need to be upgraded each year. It is

anticipated that during the 2011-2012 school year, Berrien RESA will host a new videoconferencing service that will allow local districts access to videoconference technology much more easily in terms of cost as well as convenience. This new system will allow anyone with a computer and a web camera to log in and connect to other classrooms, offices, and content providers. This desktop videoconferencing solution will have a wide impact across our service area.

Additionally, the current videoconference multipoint control unit (MCU) will need to be replaced within the lifetime of this plan. It has reached end of life status with the manufacturer and therefore has not be receiving service upgrades etc. A new MCU will allow for not only increased capacity but also will enable high definition (HD) connections, enhancing the videoconferencing experience for end users.

As technology develops, it is clear that tablet-based devices will become more prevalent in the educational setting. Berrien RESA has begun to utilize these devices in within the special education services we deliver. Therapists and others who work with LEA students have reported success in their implementation. We will continue to explore technologies such as these to enhance the learning of our students.

Currently, the district provides email accounts to all staff members in the district. The current Groupwise system has some drawbacks and new options will be explored over the years of this plan. As necessary, Internet filtering equipment and software will be replaced or upgraded during the life of the plan.

The new RESA web page has been completely implemented. The hosted solution offers the convenience of a Content Management System for editing content and taking advantage of new web features as they become available. It is anticipated that Berrien RESA will continue to use this hosted solution throughout the duration of this plan.

The current video collection may be enhanced or replaced with video streaming. This has been on a pilot basis and current trend would indicate that video streaming will become the most efficient method to deliver video content.

Upgrading of Equipment

The Berrien RESA Data Department, Instructional Technology Department and the Business Office work collaboratively to plan equipment upgrades and replacement. Decisions are made in light of sound business practices and an evaluation of needs.

The Data Department replaces computer and peripherals on a regular basis. This assures efficient operation and allows the district to take advantage of the best available software.

The district may need to expand the number of cellular devices and smart phones to accommodate a growing staff and service demands.

Berrien RESA plans several potential major upgrades over the life of this technology plan. These include:

- Replacing POTS lines with PRI(s) for local and long distance calling.
- Replacing current switches with voice over IP switches with POE.
- Consolidating and updating phone and network wiring closets.
- Implementing VMWare server virtualization.
- Replacing the current videoconference multipoint control unit (videoconferencing bridge)
- Implementing a desktop videoconferencing solution for use by RESA as well as LEAs.
- Replacing the current Groupwise email server.
- Replacing the main file and print server.
- Providing secure access to Berrien RESA network resources from remote locations using virtual private networking (VPN)
- Providing separate secured and guest wireless networks within each of the buildings
- Upgrading tech lab computers/capacity.
- Implementing a web-based REMC booking system

Technical Support

Technical support will be provided by Berrien RESA to the local districts for:

Videoconferencing equipment
Software application assistance
Assistive technology equipment

Berrien RESA provides on-going daily support of student management and business office applications. However, because of the new Student Information System implementation as well as the business office applications recently upgraded to a hosted solution, much of the technical support will come from the actual providers.

The Data Center supports the Wide Area Network (WAN) composed of T1 fiber optic line connections utilizing Cisco routers to the K-12 districts. The WAN provides the K-12's with access to data, video, and Internet services.

The Data Center also provides support of the administrative technology needs of the Berrien RESA Administrative Center, Blossomland Learning Center, Transportation, Lighthouse Education Center, and Juvenile Center. Administrative technology support includes the Novell Local Area Network (LAN) that provides file and print services. The LAN is composed of 300 personal computers, servers, and networked printers, fiber optics, switches, hubs, and wiring. In addition, the Data Center provides support of the voice requirements of the RESA by supporting the telephony equipment utilized in its facilities.

Section 12 – Increase Access (Required Element I)

For the past several years, computers and Internet access is available to all staff and students in the district. All staff members have email accounts. Annually, the district has applied for Universal Service Funds (USF) which helps offset some of the cost of our telecommunications operating costs. The USF funding support reflects the poverty level of the district.

The teachers in the district have complete access to the video and materials library, classroom presentation systems, graphing calculators, and other technology. All staff benefit from support from the Data Department and Instructional Technology and Media Services department for technical support and training.

As the district is an Educational Service Agency, it serves special needs children. The district utilized a range of adaptive technology for teaching and learning. The district employs Special Education Consultants with expertise in adaptive technologies to assist students, teachers and families.

IV Funding and Budget

Section 13 Budget and Timetable (Required Element J)

Berrien RESA Technology Budget			
	2011-2012	2012-2013	2013-2014
Internet Access	167,000	167,000	167,000
Direct Connections (T-1)	238,000	278,000	300,000
CSME Connections	212,415	212,415	212,415
Local and Long Distance Phone	32,000	32,000	32,000
Long Distance for Video Conferencing	0	0	0
Cellular Phones	53,000	58,500	63,500
Networking - upgrade and maintenance	24,000	26,200	28,400
Emergency notification system	10,000	10,000	10,000
Dept of Data Processing (Salaries & Benefits)	578,500	595,855	613,731
Dept Technology and Media Services (Salaries & Benefits)	315,000	324,450	334,184
Professional Development	18,500	19,000	19,500
Hardware and Software Maintenance	80,000	84,000	88,000
Software	191,600	197,300	203,200
Supplies	6,000	6,200	6,400
Telephone System Replacement	50,000	10,000	10,000
Replacement and Repair	42,900	44,200	45,500
Maintenance	21,400	22,000	22,700
Conference Center Technology Upgrade	0	50,000	0
Video Bridge Replacement	0	75,000	5,000
Desktop Videoconferencing	30,000		
Instructional Technology Service Agreements	14,000	14,500	15,500
Instructional Technology Upgrades	5,000	5,000	5,000
Electronic Field Trips	18,000	18,000	18,000
Licensing Fees	17,200	18,900	20,800
Total			

Section 14 – Coordination of Resources (Required Element K)

Berrien RESA, through its general fund and REMC, fund many of the projects of Berrien RESA. In addition, Berrien RESA enters into a consortium with its local school districts to fund many of its initiatives. This aggregation of demand results in a savings for all of the districts. In addition Berrien RESA participates in the E-rate program. Our consortium E-rate discount averages around 62% and we do not usually qualify for discounts on hardware purchases but we do take advantage of the E-rate discounts on telecommunications and Internet access. In the past, and we anticipate in the future, we will receive over \$350,000 per year in discounts for these services. Berrien RESA also looks for grants from state and national sources. We have been very successful in the past in receiving grants and will, in the future apply for grants. We do realize,

however, that we have to budget based upon hard money and not rely on soft money for our projects.

V. Monitoring and Evaluation

Section 15 – Evaluation (Required Element L)

Technology is an ever-changing thing and it's impossible to predict what hardware and software will be needed. In addition, the training needs of the Berrien RESA and its constituent districts will change over time. Therefore it is necessary that all aspects of this plan be under constant evaluation. Department heads, staff, and local school personnel will always have the opportunity to suggest things that are not working, things that are working well, and suggest new avenues that should be investigated. This will be an informal evaluation that may take place at any time. The use of Berrien RESA advisory groups will be helpful in providing valuable input as to the status of the plan.

Berrien RESA recognizes that the Technology Plan needs to be reviewed at least once a year. It will be the responsibility of the Departments of Data Processing and Technology & Media Services to insure that a yearly evaluation of the plan is conducted in May of each year. They may convene a committee of RESA staff and outside people to assist with the yearly evaluation. This [measurement and assessment](#) will be done based upon the goals set out in the plan and from data gathered from users. [Staff meetings, and curriculum review cycles will also be times where the plan can be reevaluated.](#) Since this plan is guided by Berrien RESA Strategic Plan, the Technology Plan will also be evaluated as to its agreement with the Strategic Plan and revised as necessary.

It should be noted here that all of the items designated in this plan rely on the financial health of Berrien RESA. Funding sources may change during the life of this plan and may dictate that revisions may have to be made to the plan. Should it arise that goals are unmet, the Data and Instructional Technology Departments will review the causes and bring the issue to Berrien RESA management team. Adjustments will be made with the district's Strategic Plan and Technology Plan guiding the decision making.

Section 16 – Acceptable Use Policy – (Required Element M)

Berrien RESA Acceptable Use Policy For Technology Resources

The use of District technology resources and network is intended to be in support of the educational and professional goals of Berrien RESA. Users understand and agree that:

- The use of the District’s technology resources and network is a privilege that requires responsible use. Examples of irresponsible use include, but are not limited to, the following:
 - Installing or using unapproved or unlicensed software
 - Engaging in illegal or unlawful activity
 - Transferring information which conveys an offensive, profane, sexually suggestive message, or that harasses or disturbs other users through the use of District technology resources
 - Attempting to gain unauthorized entry or access to another user’s files, computers, or computer systems
- Pestering, tormenting, or intimidating any individual because of an individual’s race, color, religion, gender, sexual orientation or ethnicity in either public or private communication via District technology will not be tolerated.
- The District’s network may not be used for conduct that embarrasses, harms, or in any way distracts from the good reputation of the District, its staff or any organizations, groups, and institutions with which the District is affiliated.
- All information services and features on the District’s network are intended for professional use and any commercial or unauthorized use of those materials or services, in any form, is expressly forbidden.
- Users will comply with copyright guidelines when utilizing copy written information.
- The District reserves the right to review any material stored in files to which all users have access and will edit or remove any material which the District, in its sole discretion, believes may be unlawful, conveys an offensive, profane, or sexually suggestive message, or harasses or disturbs by pestering or tormenting, including, but not limited to, intimidation because of a person’s race, color, religion, gender, sexual orientation or ethnicity. There is no expectation of privacy for any individual who sends, receives, or stores information via the District’s technology resources.
- The District will be the sole arbiter of what constitutes unacceptable behavior. Improper use of District technology resources, including but not limited to Internet use, may also give rise to further disciplinary action consistent with District policy.
- Access to the District’s technology resources is subject to such rules and regulations of system usage as may be established by the administrators of the system. Violation of this acceptable use policy may result in disciplinary action.

- Berrien RESA understands that employees may maintain or contribute to personal blogs, message boards, conversation pages and other forms of social media (such as Facebook and Twitter) outside of their job function and may periodically post information about their job or the organization’s activities on these outlets. If an employee posts Berrien RESA- or job-related information, they are required to exercise good judgment and abide by organization policy.
- Employees may not disclose confidential information, student information or similar information of third parties who have shared such information with Berrien RESA. Employees should not discuss business processes or projects in any public forum, including social media. Berrien RESA’s intellectual property, logos, trademarks, and copyrights may not be used in any manner.
- Employees should not use Berrien RESA’s name in their identity (e.g. username, “handle” or screen name), nor should they speak as a representative of the company when participating in personal social media. If a media inquiry is generated, please direct it to the Superintendent’s office.
- If employees write anything related to the business of Berrien RESA on personal pages, posts, and comments, they must clearly identify their employment affiliation. The manner of disclosure can be flexible as long as it is clear to the average reader, directly connected to the relevant post. Disclosure should include the statement “I work for Berrien RESA, and this is my personal opinion.”
- Public social media tools like Facebook, Twitter, Google Docs, LinkedIn, YouSendIt.com, etc. should never be used for transmission of confidential information, as those tools provide limited security and ability to control access.
- Engaging in social media on behalf of Berrien RESA should be treated the same as any other official communication created by the organization and done only with the prior consent of the Superintendent. For those authorized to participate in social media on behalf of Berrien RESA, the Superintendent has approved your specific role/responsibilities and you have agreed to adhere to all employee conduct guidelines as addressed in the Employee Handbook.

Privacy and Internet Safety

Berrien RESA is in complete compliance with the Children’s Internet Protection Act and provides content filtering for all of the districts connected to the Berrien RESA WAN. All staff, students and parents with accounts on the Berrien RESA system must sign and agree to abide by the technology use policies of Berrien RESA and its Acceptable Use Policy.

Continuous filtering is accomplished through the implementation of an m86 Security R3000 appliance. The filtering is updated several times each day and locations are often added manually.