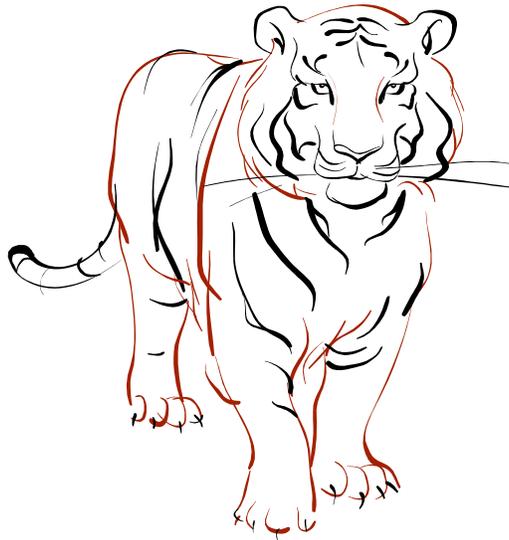


# Michael J. McGivney School Technology Plan



Michael J. McGivney School  
925 N. River Road  
Saginaw, MI 48609

July 1, 2014 – June 30, 2017

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## **SECTION 1: Cover Page**

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Agency	Holy Cross Children's Services
Address	925 N. River Road Saginaw, MI 48609
Telephone	(989) 596-3539
District Code	73-000
Start Date of Plan	July 1, 2014
End Date of Plan	June 30, 2017
Contact Person Telephone School Fax Email	Jeffrey Howe, Principal (989) 596-3540 (989) 781-0846 <a href="mailto:jhowe@hccsnet.org">jhowe@hccsnet.org</a>
Intermediate School District	Saginaw Intermediate School District
URL	<a href="http://www.hccsnet.org/education.php">http://www.hccsnet.org/education.php</a>

## **SECTION 2: Introductory Material**

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### **Holy Cross Children’s Services Mission Statement**

Holy Cross Children’s Services (HCCS) is a nonprofit child care and family preservation organization whose headquarters are in Clinton, Michigan. The Agency conducts residential and community-based programs throughout the State of Michigan. Its purpose is to serve the needs of Michigan families and children without regard to race, creed or economic status. HCCS is a member of Boysville of Michigan, Inc.

HCCS seeks to provide for the social, emotional, educational, economic and spiritual needs of its clients and staff with the goal of empowering children and families to function effectively in their community. HCCS provides a community-oriented living, learning and working environment and seeks to be an effective advocate on issues which affect children and families. The Agency maintains programs which incorporate peer influence, individual attention, family involvement, formal education and staff team work.

### **Michael J. McGivney Mission Statement**

Providing adolescents with personalized education to unlock the door to their individual destiny and enable them to function effectively in their community.

### **INTRODUCTION**

The M.J. McGivney Technology Committee consists of these members:

Eileen Parker.....HCCS IS Department  
Jeffrey Howe.....M.J. McGivney School Principal  
Anthony Johnson..... M.J. McGivney School Teacher  
Wendee Mullikin.....M.J. McGivney School Teacher

M. J. McGivney School (MJM) provides educational services to the residents of four HCCS residential/treatment facilities:

St. Vincent Home  
925 N. River Rd  
Saginaw, MI 48609

Kairos Healthcare  
3400 S. Washington  
Saginaw, MI 48601

Fayette Home  
1321 S. Fayette St.  
Saginaw, MI 48602

Corcoran House  
8212 N. Jennings Rd.  
Mt. Morris, MI 48458

Enrollment in M.J. McGivney School is 50 to 80 students, which includes students in 5<sup>th</sup> through 12<sup>th</sup> grades.

M.J. McGivney School is operated through a management agreement with Saginaw Intermediate School District. The school adheres to all of the laws and regulations set forth by the Michigan Department of Education and are answerable to them through Saginaw ISD. Currently, the MJM staff consists of 8 teachers, 6 support staff, 1 school social worker and 1 school administrator. All are employed by HCCS to carry out the educational mission of the agency.

## **Section 3: Mission Statement, Vision, and Goals of the Technology Plan**

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### **Technology Mission Statement**

To provide our youth the knowledge and learning strategies needed in this increasingly technologically oriented information age. Each youth will gain the practical application and utilization of technology, preparing them to succeed in our ever changing society.

### **Technology Vision Statement**

The technology program at M. J. McGivney School is committed to providing opportunities for our students to understand and demonstrate the operation of technological systems. This will allow our students to exhibit the proficient use of technology, enhance learning, and develop skills that will assist each student's employability.

The students will develop an understanding of the social and ethical responsibilities inherent in the use of technology and will be able to use technology as a resource for life skills and problem solving. The technology program will also provide opportunities for the education staff to use technology to improve productivity, instruction, and increase student achievement through applications of technology and professional development.

Students will understand basic technology operations and effectively utilize them to:

- Communicate
- Search for information
- Gather information
- Analyze information and make decisions
- Compile results

## **Technology Goals**

Students will be able to select and apply technology tools for use in learning, as a job skill, and as a basic life skill.

Technology-based research will continue to be a standard feature of the core subject area curriculum.

Assistive technologies will be identified and acquired as needed, to assist students with learning basic reading, writing and math skills in accordance with Michigan Department of Education Guidelines.

Hardware will be upgraded on a 5-year replacement schedule; software will be upgraded as necessary to maintain needed functionality.

Internet access will be available in the classroom with the installation of a proxy server to limit access to inappropriate sites.

Technology applications and tools will be used to vary presentation of instructional content in order to accommodate students' individual learning styles.

Educational staff will be trained on an ongoing basis to use technology to improve productivity, improve curriculum, and improve student learning and achievement.

The integration of technology into the curriculum, as part of professional development, and its application as a necessary life skill learned by the students will be a key component in achieving our mission of helping the students become effective, employable citizens.

## **Sections 4 & 5: Curriculum-Integration and Student Achievement**

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We believe that technology, when properly integrated, can engage students in focused problem solving across the curriculum.

The M. J. McGivney Technology Plan proposes to use technology as a tool to enhance learning and understanding across the curriculum.

- Improve the effectiveness and efficiency of classroom management and administration (SKYWARD).
- Prepare students for work/adult roles in the 21<sup>st</sup> century.
- Integrate technology into the four core curriculum areas using the seventh strand in the curriculum areas as a model.
- Utilize software programs, such as Compass Learning.
- Create EDP/Portfolio using Career Cruising website.

### **Year One (2014-2015)**

- Add Discipline and Testing data to the SKYWARD School Management System.
- Implement a portable Computer Lab in the Queen of Angels' school and continue use of portable Lab at St. Vincent Home.
- Provide In-Services to develop Teacher competencies in use of technology to deliver instruction to students individually, in small groups and whole class models.
- Replace student and staff computers over 5 years old.
- Build individual and small group lessons using Compass Learning lessons.
- Utilize Career Cruising for EDP's, career exploration and planning, and resume writing.
- Implement AIMS web assessment program and plan RTI school wide intervention strategies.
- Evaluate effectiveness of Compass Learning as it relates to Credit Recovery, Remediation, and Individual Learning Paths leading to a High School Diploma. Compare to other educational software and select the best fit for our school.

### **Year Two (2015-2016)**

- Review and update technology plan as needed.
- Utilize SKYWARD data collected from the previous year for school improvement planning.
- Review the success of using the portable Computer Labs. Revise program based upon data review.
- Survey teachers regarding In-Service needs related to technology use in management and instruction of students.
- Replace student and staff computers over 5 years old.
- Monitor effectiveness of Educational Software as it relates to Credit Recovery, Remediation, and Individual Learning Paths leading to a High School Diploma and make changes as needed.
- Continue utilization of and review effectiveness of Career Cruising for EDP's, career exploration and planning and resume writing.
- Continue AIMS web assessment program, begin to collect and organize data on student progress. Continue RTI based on data.

### **Year Three (2016-2017)**

- Review and update technology plan as needed.
- Evaluate procedures for collecting, organizing and interpreting data from SKYWARD.
- Replace student and staff computers over 5 years old.
- Assess the effectiveness of our Educational Software related to Credit Recovery, Remediation and On Line Learning and make changes as needed.
- Continue utilization of Career Cruising for EDP's, career exploration and planning and resume writing.
- Evaluate AIMS web assessment program. Utilize data to assess student progress. Include information in School Improvement Process. Continue RTI based on data.

## **Section 6: Curriculum – Technology Delivery**

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### **Year One (2014-2015)**

- Provide access to global learning opportunities (virtual field trips, Video on Demand, Michigan Virtual High School, and Michigan Virtual University).
- Utilize distance learning as an avenue for professional development opportunities for staff.
- Continue converting the school to a wireless building.
- Continue utilizing REMC 9 technology services.
- Continue providing on-line learning opportunities to support the Michigan Merit Curriculum.
- Implement strategies to support the safe use of removable media (USB portable storage devices).

### **Year Two (2015-2016)**

Continue implementing goals from year one.

Review and revise goals and plan as needed.

### **Year Three (2016-2017)**

Continue implementing goals from years one and two.

Review and revise goals and plan as needed.

## **Section 7: Curriculum – Parental & Community Relations**

Technology will be used to communicate with staff, family workers, and other interested parties.

- Family members and staff members will have access to SKYWARD to monitor their child's grades and progress in school.
- A phone list including extension numbers is distributed to staff and updated as needed. Parents have access to teachers via the phone system of HCCS. Each telephone in the school building has a voice messaging system for when staff are unavailable.
- School e-mail addresses for teachers will be distributed to staff and family workers.

The Technology Plan will be disseminated to the community.

- The Technology Plan will be placed on the HCCS web site by the IS Director.
- The Technology Plan will be made available to parents and staff during the fall open house and parent teacher conferences during the year.

The Technology Plan will be reviewed by HCCS administration, staff members, parents and community members.

- The technology plan will be presented and approved by the IS Director and HCCS Executive Team at a Directors Meeting.
- The Technology Plan will be reviewed by managers and supervisors and local ISD.

### **Year Two (2015-2016)**

Continuation of year one.

### **Year Three (2016-2017)**

Continuation of year one and two.

## **Section 8: Curriculum – Collaboration**

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Michael J. McGivney will play a key role in collaborations to assist technology training and will explore the following collaborations:

### **Community Collaboration (2014-2017)**

- School Newsletters will be utilized to inform the community of emerging technology issues and ethics.
- Staff will be encouraged to participate in various grant opportunities to enhance collaboration with the community.

### **University and College Collaboration (2014-2017)**

- Dual enrollment courses through Delta College and Saginaw Valley State University (SVSU) will continue to be offered as needed.

### **Public Libraries Collaboration (2014-2017)**

- Michael J McGivney is in collaboration with Michigan E Library.
- Additional programs will be initiated as needed.

### **Collaboration with Other School Districts (2014-2017)**

Cooperation with the surrounding school districts includes:

- Swan Valley School District
- Saginaw Intermediate School District
- Education Training Connection

## **Section 9: Professional Development**

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Michael J. McGivney School believes that Technology as a Tool should be integrated throughout the curriculum. Holy Cross Children's Services provides professional development training. Saginaw Intermediate School District also offers professional development opportunities in the use of technology in education. It is our priority that the technology team and staff should be kept current on learning and applying new technology skills and concepts.

### **Year One (2014-2015)**

- The technology committee will develop a needs assessment annually and evaluate the current in-house computer programs utilized at Michael J. McGivney, in conjunction with/under advisement of IS Department.
- Two in-service days will be devoted to increasing staff skills in the use of SKYWARD, Compass Learning and other digital literacy skills as identified by the needs assessment.
- In-house training will be offered to all staff before and /or after regular school hours. The technology committee or selected staff members will provide the training.
- New staff will receive necessary training in network and e-mail procedures prior to the beginning of the school year, in cooperation with/through the HCCS IS Department.
- Provide support to staff as technology continues to be integrated into the core curriculum as outlined in METS.

### **Year Two (2015-2016)**

- Based upon the results of the needs assessment, professional development recommendations will be made to the School Principal by the technology committee.

- Continue in-services devoted to the needs identified from the assessment.
- In-house training will continue to be offered to all staff before and /or after regular school hours. The technology committee or selected staff members will provide the training.
- New staff will receive necessary training in network and e-mail procedures prior to the beginning of the school year, in cooperation with/through the HCCS IS Department
- On going professional development will continue to be provided for the technology team and general staff through sources such as Saginet, REMC, and the Michigan Virtual University.
- Continue to integrate technology throughout the core curriculum as outlined in METS.

### **Year Three (2016-2017)**

- New staff will receive necessary training in network and e-mail procedures prior to the beginning of the school year, in cooperation with/through the HCCS IS Department
- Continue to integrate technology throughout the core curriculum as outlined in METS.
- Continual professional development will be provided for the technology team.

## **Section 10: Professional Development-Supporting Resources**

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### **Information Resources**

- HCCS IS policies
- METS, NETS, ISTE web sites
- REMC 9 State Cooperative Bidding Programs that supports buying programs
- Seventh Strand in all Curriculum Areas (Technology as a Tool)
- The Internet in every classroom.
- Teach web sites
- MDE web site
- Saginaw ISD Technology Consultants

## **Section 11: TECHNICAL SPECIFICATIONS AND INFRASTRUCTURE**

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The McGivney School technical specifications are outlined below. A variety of hardware is currently in use by school staff and students.

### **Hardware**

#### **Student Equipment**

IBM Desktop Computers - 12  
HP/Compaq PC's - 50  
Lenovo Laptops - 20  
Acer Aspire Netbooks - 30  
Apple iPads - 6  
Laptop Carts - 2  
Laser Printers - 2  
Inkjet Printers - 6

#### **Other**

Epson Projectors/screens - 4  
Interactive Whiteboard - 1  
Document Cameras - 4

#### **Staff Equipment**

HP Laptops - 4  
HP/ Compaq PC's - 8  
Lenovo R61i Laptop - 1  
HP Color Laser Jet CP4005n - 1  
HP K550 Printer - 1  
Lexmark Laser Printer - 2  
HP K5400 Printer - 2  
Ricoh C5502 Copiers - 2

#### **Network**

Gigabit Switch - 2  
Pentium Server - 1  
Proxy Servers - 2

## **Software**

Staff and student computers use:

- Windows XP/7 operating systems
- Microsoft Office 2003/2010 suite
- Viper Antivirus software
- Internet Explorer
- TIES attendance and grading
- Compass Learning Odyssey
- A variety of instructional software

## **In an Effort to Continually Improve Technology Infrastructure:**

- The technology committee will make ongoing recommendations to the school administrator of needed technology repairs, upgrades and modifications.
- The technology committee will review technology usage throughout the year and make recommendations to the Regional Education Director for improvements and additional purchases.
- Increase the use of portable netbook carts and wireless network in the all school locations.
- Increase the number of computers able to access the wireless internet.
- Continue to implement the use of Educational Software into each core subject.
- Evaluate effectiveness of Compass Learning as it relates to Credit Recovery, Remediation, and Individual Learning Paths leading to a High School Diploma. Compare to other educational software and select the best fit for our school.

## **Section 12: INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE – INCREASE ACCESS**

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### **To Increase the Accessibility of Computer Resources:**

- Teachers and staff will have access to the computers in each classroom.
- Teachers will designate time for each student to use the computers throughout the various classes.
- At least one Introduction to Computers course will be offered to the students during each school year.
- Provide professional development to increase staff confidence in accessing and utilizing:
  - HCCS website and resources
  - SKYWARD
  - Compass Learning or Replacement Software
  - Career Cruising

**SECTION 13: BUDGET AND TIMETABLE**

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A variety of funding sources will be utilized to implement our technology plan:

- General fund resources will be utilized for replacement cost of equipment and software, and contracted services.
- Public and private grant sources will be sought to assist in funding professional development, new equipment costs and software licensing.

**Funding Matrix**

**Salaries & Benefits for Technical Support Staff**

	<b>General Fund</b>	<b>Grant Funds</b>	<b>USF Funds</b>
<b>2014-2015</b>	\$15,000		
<b>2015-2016</b>	\$15,000		
<b>2016-2017</b>	\$15,000		
<b>Total</b>	<b>\$45,000</b>		

**Professional Development**

	<b>General Fund</b>	<b>Grant Funds</b>	<b>USF Funds</b>
<b>2014-2015</b>	In-house	\$1,000	
<b>2015-2016</b>	In-house	\$1,000	
<b>2016-2017</b>	In-house	\$1,000	
<b>Total</b>		<b>\$3,000</b>	

**Internet Services – ISP Charges and Line Charges**

	<b>General Fund</b>	<b>Grant Funds</b>	<b>USF Funds</b>
<b>2014-2015</b>	\$768		\$4,512
<b>2015-2016</b>	\$768		\$4,512
<b>2016-2017</b>	\$768		\$4,512
<b>Total</b>	<b>\$2,304</b>		<b>\$13,536</b>

**Maintenance Agreement – Software & Curriculum Support**

	<b>General Fund</b>	<b>Grant Funds</b>	<b>USF Funds</b>
<b>2014-2015</b>	\$21,450	\$5,750	
<b>2015-2016</b>	\$21,450	\$5,750	
<b>2016-2017</b>	\$21,450	\$5,750	
<b>Total</b>	<b>\$64,350</b>	<b>\$17,250</b>	

**Computer Hardware**

	<b>General Fund</b>	<b>Grant Funds</b>	<b>USF Funds</b>
<b>2014-2015</b>	\$13,500		
<b>2015-2016</b>	\$13,500	\$10,000	
<b>2016-2017</b>	\$13,500		
<b>Total</b>	<b>\$40,500</b>	<b>\$10,000</b>	

**Computer Equipment Repairs**

	<b>General Fund</b>	<b>Grant Funds</b>	<b>USF Funds</b>
<b>2014-2015</b>	\$2,000		
<b>2015-2016</b>	\$2,000		
<b>2016-2017</b>	\$2,000		
<b>Total</b>	<b>\$6,000</b>		

**SECTION 14: COORDINATION OF RESOURCES**

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**PROJECTED TOTAL COST (3 YEAR PLAN)**

	<b>Budget Projection</b>
<b>2014-2015</b>	<b>\$63,980</b>
<b>2015-2016</b>	<b>\$73,980</b>
<b>2016-2017</b>	<b>\$63,980</b>

	<b>General Fund</b>	<b>Grant Funds</b>	<b>USF Funds</b>
<b>Salaries &amp; Benefits- Technical Support Staff</b>	\$45,000		
<b>Professional Development</b>	In-house	\$3,000	
<b>Internet Services</b>	\$2,304		\$13,536
<b>Travel/Dues/Fees</b>	\$0	\$0	
<b>Maintenance Agreements – Software and Curriculum Support</b>	\$64,350	\$17,250	
<b>Computer Hardware</b>	\$40,500	\$10,000	
<b>Computer Equipment Repairs</b>	\$6,000		

## **Section 15: Evaluation**

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Evaluation to determine the effectiveness of the Technology Program will be conducted through the following processes:

### **Infrastructure**

- Feasibility Study and Technology meetings
- Age of equipment in use and new equipment obtained

### **Curriculum Support**

- Objective measurements of student achievement.
- Survey of frequency of use of technology.
- Response to Intervention component.
- Evaluation of assessment data to determine areas of school improvement.

### **Technical Support**

- Job performance/Annual
- Participation in quarterly technology meetings

### **Collaboration**

- Participation through SISD and other opportunities as available to meet our technology plan goals and objectives.

### **Professional Development**

- Annual Needs Assessment leading to planning and offering of training
- Job performance evaluation/Annual

### **Supporting Resources**

- Technology meetings/quarterly

## **Section 16: Acceptable Use Policy**

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Holy Cross Children's Services authorized the Information Services Director to develop services linking computers within and between buildings within the agency and to provide access to the internet for staff and on a limited basis to students. All computer network implementation shall be in line with HCCS policy on technology and the agency's educational goals.

Use of the computer network as a part of any class or school assignment shall be consistent with the curriculum adopted by the agency. The agency's general rules for behavior and communications shall apply when using any computer equipment.

### Personal Accounts

Holy Cross Children's Services authorized the Information Services Director to provide personal accounts for staff members to access the agency network and the internet, including electronic mail. Such access shall be provided in furtherance of the agency's educational mission, to facilitate communication, innovation and sharing of resources. To ensure the integrity of the educational process and to guard the reputation of the agency, electronic media provided by the agency may be subject to review, comment, editing, and/or removal by agency officials.

Personal accounts and all use of agency computer resources are considered a privilege, not a right, and are subject to the district's rules and policies. Electronic communications may be monitored or read by agency officials. Electronic mail in personal accounts will not generally be inspected by agency officials without the consent of the sender or a recipient, except as required to investigate complaints which allege a violation of the agency's rules and policies.

No network account shall be activated until a Computer User Security Access Form has been submitted and approved. Training of the agency rules for acceptable use of the network is a prerequisite. The system administrator will provide account, password, and other log-in information and instruction.

### System Integrity

Holy Cross Children's Services shall designate the Information Systems Director to implement the agency's' rules and regulations and to provide computer support to the education department. The agency shall employ hardware and software security to ensure the integrity of the system and to prevent unauthorized access to agency records.

### Network Use

Holy Cross Children's Services shall develop rules and procedures for computer and network use, and shall see to it that rules are posted on the web site and reviewed annually with staff.

The agency's computer and network use rules shall be consistent with the following requirements:

- Users may not use agency equipment to perform or solicit the performance of any activity which is prohibited by law.
- Users may not use the system to transmit or publish information that violates or infringes upon the rights of any other person, or information that is abusive, obscene, or sexually offensive.
- The agency computer equipment shall not be used for commercial purposes by any user, or for advertisement or solicitation without prior written approval for the agency.
- Except with prior authorization from a system administrator or the owner of the record in question, users may not access or attempt to access the records or files of other users or of the agency, nor delete, alter, or otherwise interfere with the integrity of computer-based information or resources.
- Users may not use the electronic mail facility to send unsolicited, bulk, chain, harassing, anonymous, or other messages which are an annoyance to the recipient or which may cause a degradation of system performance.
- Users may not use the network facility to access or bring into the school environment material which is inconsistent with the educational goals of the agency, including but not limited to material which is defamatory, abusive, obscene, profane, sexually explicit, threatening, racially offensive, illegal, or which aids or advocates illegal activity.

### Limiting Access

The agency may make use of technology which attempts to block access by individual users to networked computers, data, or services that provide content which, in the opinion of the agency, is not in keeping with the educational aims of the agency pursuant to state statute.

Complaints about content of networked information or access to blocked sites shall be handled in accord with the agency's policy and procedures for complaints about library and instructional materials.

### Computer Network

Planning and funding for computer networking in the agency shall be handled in accord with the agency's policy and rules on technology.

### Supervised Use

Teachers are encouraged to use the agency network in researching material for classes, collaborating with colleagues, developing innovative approaches, or otherwise enhancing their background, skills and teaching. Teachers are encouraged to make use of the district network in their classes when the use of this resource enhances the education of students, is appropriately supervised, and is consistent with agency goals and objectives. School administrators shall monitor technology use in the curriculum to ensure its effectiveness and develop ideas for further in-service instruction of staff.

Any staff member who becomes aware of student network use in violation of the agency's acceptable use rules shall refer the incident to the system administrator for action, and may remove the student from the computer.

### Violations of Conditions

Upon receiving notification of a violation of agency rules and policies, the Education Director with the help of the technology committee and IS department, may suspend or terminated a staff members account. The system administrator may access nay and all relevant files of the user in attempting to determine the veracity and or the extent of the violation.

The Education Director will inform the staff member or student of the suspected violation and provide an opportunity for explanation. Staff or student users may request a review hearing with the building administrator and/or a different system administrator that the one who imposed the suspension or termination within seven days of the action, if the user feels the action was unjust.

### System Integrity and Security

Computer file servers containing student records, employee records, or other sensitive administrative documents shall be maintained on an independent network separated by an electronic "firewall" from unauthorized access by outside entities, including student users.

All users, particularly staff, shall be instructed in password security. Passwords in general should not be (solely) English words available in common electronic dictionaries, nor should they be based on information which is readily associated with the user's addresses, phone number, favorite flower, etc. The system administrator may require a user to change a password if t fails to meet these criteria, or may issue randomly generated passwords to all users.

No user in an agency building should leave a computer which is logged on to the network unattended, and all users should promptly report any suspected breach of security or data integrity to the system administrator.

Limiting Access

Agency servers will incorporate locking and filtering software according to the Children's Internet Protection Act (CIPA). Sites, which are deemed inappropriate, will be blocked. Additional sites may be blocked by the system administrator in response to a complaint by a student or staff member in accord with the agency's procedures on controversial materials.

E-mail sites which deposit unsolicited, bulk, chain, or offensive messages on the agency server will be blocked. System administrators may also block e-mail following a complaint from any user.

HCCS RULES ON ACCEPTABLE USE OF COMPUTER NETWORK RESOURCES

# Computer User Security Access Form (Complete only if co-worker needs computer access)

This form is to be completed and signed by the Co-Worker's Supervisor at the time of hire, position change or termination.

**Please check one: New Hire**  **Position Change**

**Termination**

**Effective Date:** \_\_\_\_\_

## All Areas Must be Completed for Current Position

Co-Worker Name (Last name, First name, Middle initial) (Please Print)	Co-Worker Employee ID#:
Co-Worker Job Title:	Co-Worker Job Location:
Supervisor Name (Last name, First name, Middle initial) (Please Print)	Supervisor E-Mail:
Supervisor Signature:	Supervisor Area Code/Phone/Ext.:
Please check all the applications for which the Co-Worker needs access. For each system checked, describe the application areas/modules to which the Co-Worker needs access, e.g., HCCS Client Info System - Intake data entry, treatment plans, incident reports, billing, reporting, etc.	
<b>HCCS Information System</b> <input type="checkbox"/>	
<b>MIP Accounting System</b> <input type="checkbox"/>	
<b>ABRA Human Resources System</b> <input type="checkbox"/>	
<b>Raiser's Edge Fundraising System</b> <input type="checkbox"/>	
<b>Greentree Applicant Tracking System</b> <input type="checkbox"/>	
<b>Email</b> <input type="checkbox"/>	
<b>Track-It</b> <input type="checkbox"/>	
<b>JAIS</b> <input type="checkbox"/>	
<b>Other, specify</b>	
<b>Other, specify</b>	

Return this form to the IS Help Desk. Fax: 517-423-5442.

For IS use only:

Removed(date)	User Account	Mail Box	CIS	JAIS
Computer Training Complete:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Training Date:

**MJM STUDENT COMPUTER USER STATEMENT**

1. I WILL USE THE COMPUTER FOR SCHOOL WORK AND TO LEARN.
2. WHEN USING THE SCHOOL COMPUTERS, I WILL:
  - ❖ USE GOOD MANNERS
  - ❖ USE ONLY APPROPRIATE LANGUAGE WHEN WRITING ON THE COMPUTER.
  - ❖ SHOW RESPECT FOR ALL HARDWARE, SOFTWARE, AND EQUIPMENT
  - ❖ LIMIT MY USE OF THE COMPUTER AND INTERNET TO ONLY APPROPRIATE LEARNING ACTIVITIES DESIGNATED BY THE TEACHER.
  - ❖ NOT SHARE PERSONAL INFORMATION ABOUT MYSELF OR ANYONE ELSE (IE. HOME ADDRESS OR PHONE NUMBER)
  - ❖ NOT LOOK AT, USE OR DELETE ANYONE ELSE'S WORK WITHOUT PERMISSION.
  - ❖ NOT INSTALL "PIRATED SOFTWARE" OR KNOWINGLY USE DISKS WITH VIRUSES ON ANY EQUIPMENT.
4. I UNDERSTAND THAT ANYONE CAN READ THE MESSAGES I SEND FROM THE COMPUTER AND THAT WORK STORED ON THE COMPUTER IS NOT PRIVATE.
5. IF I DO NOT KNOW HOW TO USE ANY OR PART OF THE COMPUTER SYSTEM, I WILL ASK FOR HELP.
6. I UNDERSTAND THAT IF I DO NOT FOLLOW THE ABOVE GUIDELINES, I WILL...
  - a. FIRST OFFENSE – LOSE COMPUTER PRIVILEGES IN ALL CLASSES FOR 1 DAY
  - b. SECOND OFFENSE – LOSE COMPUTER PRIVILEGES IN ALL CLASSES FOR 3 DAYS AND MEET WITH THE SCHOOL PRINCIPAL
  - c. THIRD OFFENSE – LOSE COMPUTER PRIVILEGES IN ALL CLASSES FOR 5 SCHOOL DAYS AND MEET WITH SCHOOL PRINCIPAL AND GROUP LEADER
  - d. FOURTH OFFENSE – LOSE COMPUTER PRIVILEGES FOR THE REMAINDER OF THE MARKING PERIOD. PRIVILEGES RETURNED ONLY AFTER TRUST HAS BEEN DEMONSTRATED
  - e. MAJOR OFFENSE – LOSE COMPUTER PRIVILEGES UNTIL A MEETING WITH PRINCIPAL AND GROUP LEADER DETERMINES FULL CONSEQUENCE

**STUDENT COMPUTER USER AGREEMENT**

I understand these rules and promise to follow them. If I do not follow these rules, I know that I may have my computer privileges restricted or taken away.

\_\_\_\_\_  
Name of Student (Please Print)

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Signature of Student