



# Technology Plan

Section 1 – (Required Element: Cover Page)

## **\*Berrien Regional Education Service Agency**

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

Michigan District # 11000

Dates Covered by this Plan:

**July 1, 2008 – June 30, 2011**

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Intermediate District: Berrien County ISD

[www.remc11.k12.mi.us/techplan](http://www.remc11.k12.mi.us/techplan)

\*as of July 1, 2008, the Berrien County Intermediate School District will changed its name to Berrien RESA

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. The border Indiana is adjacent to the southern border. Berrien County ISD serves about 29,000 in 16 public school districts, 30 parochial schools and three 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: 221

Lighthouse Education Center  
379 W. Glenlord Rd.  
St. Joseph, MI 49085  
Enrollment: 98

Juvenile Center Education Program  
6414 Deans Hill Road  
Berrien Center, MI 49102  
Enrollment: 25 (constantly changes as students move in and out)

Truancy Academy  
6414 Deans Hill Road  
Berrien Center, MI 49104  
Enrollment: 20 (constantly changes as students move in and out)

## Personnel

The district employs 266 people. This includes 13 administrators, 127 teachers, consultants and psychologists, 10 curriculum specialists, 6 data processing specialists, 72 paraprofessionals, 26 clerical staff and 12 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 ISD. 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 ISD 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 County ISD Website including Best Practices of Technology Integration
- Assist students to apply appropriate technologies to critical thinking, creative expression, and decision-making skills
- Integrate technologies including video conferencing and on-line instruction.
- Integrate digital media into instruction.

The Berrien County ISD uses its website as an electronic format for the delivery of curriculum content and resources to raise student achievement. Additionally, programs like Grolier’s Encyclopedia and 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, work processing, desktop publishing, online telecommunications, multimedia, and integration into content areas consistent with the Michigan Educational Technology Standards and Benchmarks.

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

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

Further, 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. Beginning in the 2002-2003 school year, the Berrien Regional Education Service Agency began development of a countywide curriculum in the core areas. The core curriculum is now complete. Each core area curricula will 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 supplies Internet access to all 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 video 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.

All classrooms have computers for student and staff use. These have Internet connectivity.

#### 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.

Beginning in the 2008-2009 school year, Berrien RESA will utilize an emergency notification system to instantly share information with staff and parents.

As an Intermediate School District 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.remc11.k12.mi.us/bcisd>),

printed publications, and scheduled meetings. All Berrien RESA staff use e-mail as a major form of communication with our constituents. (ID)

It should be noted that Berrien RESA collaborates with statewide educational organizations. We promote the MACUL conference, grant and awards program, and other programs targeted to improving educational technology use. We collaborate with TWICE (Two Way Interactive Communications in Education) for videoconference activities. We host the REMC Association REMC Toolkit. 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, local senior centers, Southwest Michigan Volunteer Center, and Michigan Works as part of our commitment to the local community.

The Berrien RESA Data Processing Department has converted many of its student information systems to Web Based Access. This will allow parents to work with their children to develop individual educational plans (EDP), check 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 to 27 years of age. All ISD resources are available to these students. The district is also involved in several programs that impact adult learning

- 2+2 program at Lake Michigan College
- Berrien County Volunteer Center
- Homeless Program
- Curriculum Department Literacy Programs

The Berrien RESA Early Childhood program includes parenting program in which adult literacy issues are a 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 ISD constituents.

This professional development effort goes beyond simple skill development to equipping staff to integrate technology into the curriculum and the operation of the building. 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 through out the year. Additional opportunities are afforded when there is a need or new technology becomes available.

### **Timetable**

- Year 1 (2008-2009)
  - 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 Phase I.
  - General professional development on technology resources will be offered though out the year.
  - Training using on-line 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 ISD provided student management programs
  - 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 (2009-2010)
  - 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 Phase II.
  - General professional development on technology resources will be offered though out the year.
  - Training will continue for local districts on the ISD provided student management programs
  - 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 (2010-2011)
  - 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
  - Data Director Training Phase III.
  - Berrien RESA will continue the efforts started in Year1
  - Professional Development will be designed and delivered as the need arises.
  - With the aggressive approach to grants and projects, it is anticipated that addition professional development will be needs 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 of over 6500 titles 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 director, two instructional technology consultants, 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
- Freedom to Learn
- Learning with Handhelds
- 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 on-line help systems for their software and hardware in addition to face-to-face training does this.
- **Telephone and On-line** - The Department of Technology and Media Services offers telephone and on-line support for the software and resources used in the classroom. The department maintains a telephone help line to provide assistance to staff and students on Internet use and problems. The video collection can be accessed via the web and items booked via the web. In addition to providing on-line services such as Grolier’s Electronic Encyclopedia and 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. Through the videoconferencing system Berrien RESA also distributes satellite programming to its local school districts. The Berrien RESA Administration building has been outfitted with wireless access points so that the entire building is a wireless zone.

Multi-line telephone system is equipped with voice mail. Berrien RESA currently utilizes a Definity phone switch from Avaya with the voice mail system Objectworld. 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 has 5 smart phones (Blackberry/Treos) cellular phones. The district plans to purchase more during the 2009-2010 school-year 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. For the Internet function, the educational staff could:

- Locate test results or other local student data during a meeting or parental discussion;
- Invoke the MDE website for contact information;
- Access information from the district web site;
- Access information from the district Email;
- Identify curricular goals, objectives, and instructional methodologies available on national, state, or local web sites;
- Access student web-based data.

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 maintains a wireless laptop lab for use in teacher professional development. This allows us to train anywhere within the ISD and also take the wireless lab into school buildings to provide “in classroom” modeling of effective technology.

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

One of the major initiatives that is continuing is to convert many of our data processing applications to the web, which means that educators, students, and parents will have access to applications anywhere, anytime.

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 ISD 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 CSME and it is anticipated more districts will move to this technology during the life of the plan.

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

Currently, the district provides Email accounts to all staff members in the district and the local districts. These services may be expanded to students.

Internet filtering equipment and software will be replaced or upgraded during the life of the plan.

Hardware and software related to Email and Internet will be upgraded or replaced during the life of the plan. Berrien RESA may institute an additional Email system such as Groupwise, Exchange or an outside vendor. Web hosting by an outside vendor will also be considered.

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.

A major upgrade to telephone equipment is anticipated during the life of this plan if cost effective. Berrien RESA will upgrade or replace the current phone system, as the current Definity switch will no longer be eligible for maintenance after December 31. The combination of the phone switch and voice mail system has created some interface issues that have been difficult to resolve.

Berrien RESA will be seeking an integrated phone and voice mail system that can provide services for Berrien RESA Administrative Center, Blossomland Learning Center, and Lighthouse Education Center. Some of the desired capabilities include caller id, direct dial, and unified messaging. The ideal system will have the capability to expand to offer services to local school districts served by the ISD.

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

## **Technical Support**

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

- Videoconferencing equipment
- Software application assistance
- Assistive technology equipment

The Data Center provides on-going daily support of student management and business office applications. Application data resides on a central server at the ISD and is backed up nightly. Checks, report cards, and W2's are printed, folded and sealed for delivery to each district. Reports can be printed locally in the district or at the Data Center for delivery on REMC vans.

The Data Center supports the Wide Area Network (WAN) composed of T1 and 56k leased line connections utilizing Cisco routers to the eighteen 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 County ISD 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, 4 servers, and 30 networked printers, fiber optics, switches, hubs, and

wiring. In addition, the Data Center provides support of the voice requirements of the ISD 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 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 district has led the regions Freedom to Learn program providing PDAs and laptops to primarily sixth and seventh grade students.

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 Intermediate School District, 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			
	2008-2009	2009-2010	2010-2011
Internet Access	121,445	151,800	189,800
Direct Connections (T-1)	157,300	180,900	208,000
CSME Connections	212,415	212,415	212,415
Local and Long Distance Phone	32,000	32,000	32,000
Long Distance for Video Conferencing	1,500	1,500	1,500
Cellular Phones	40,400	44,400	48,800
Networking - upgrade and maintenance	18,000	19,800	21,800
Emergency notification system	10,000	10,000	10,000
Dept of Data Processing (Salaries & Benefits)	846,800	880,700	915,900
Dept Technology and Media Services (Salaries & Benefits)	465,200	483,800	503,200
Professional Development	16,500	17,000	17,500
Hardware and Software Maintenance	75,000	77,300	79,600
Software	191,600	197,300	203,200
Supplies	5,400	5,600	5,800
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	0	300,000
Instructional Technology Service Agreements	12,500	13,000	13,500
Instructional Technology/Email/Internet Hardware Upgrades	30,000	5,000	5,000
Electronic Field Trips	32,000	33,000	34,000
Licensing Fees	17,200	18,900	20,800
Total	2,399,560	2,510,615	2,901,015

### 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 its impossible to predict what hardware and software will be needed. In addition the training needs of the BCSID 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 directors of the Department 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 ISD 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 Directors of 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 Regional Education Service Agency  
Acceptable Use Policy  
For  
The Internet & Local/Wide Area Networks**

The goal of participation in the Internet is to assist in the collaboration and exchange of information between the members of Berrien Regional Education Service Agency, operated by REMC XI.

The intent of this policy is to comply with the Merit/MichNet Acceptable Use Policy and the stated purposes and acceptable use policies of any other networks utilized.

1. Users have access to the Internet to facilitate diversity and personal growth in technology, Information gathering skills, and communication skills.
2. Users can use the following methods for accessing information: Electronic Mail (e-mail), Telnet, File Transfer Protocol (FTP), News Groups, and World Wide Web.
3. Users may send e-mail to any member on the Internet. Prior approval is not required.
4. Each user is responsible for all material sent and received under their user account.
5. Any violations of the use of the Internet should be reported to the teacher or technology facilitator assigned to the user.
6. Users will accept the responsibility of keeping copyrighted software of any kind from entering the local/wide area network via the Internet.
7. Users may not use any means to access pornographic material, inappropriate text files, or files dangerous to the integrity of the local/wide area network or the Internet.
8. It is the user's responsibility to maintain the integrity of the private electronic mail system. The user has the responsibility to report all violations of privacy. Users have the responsibility to make only those contacts leading to some justifiable personal growth on the Internet. The user is also responsible for making sure all e-mail sent or received by him/her does not contain pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the local/wide area network or the Internet.
9. Users who violate the policies of Berrien Regional Education Service Agency will have their account privileges discontinued.

## **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 8e6 Technologies R2000 appliance. The filtering is updated several times each day and locations are often added manually.