



Sue C. Carnell
Superintendent of Schools

Received & Inspected
DEC 20 2010
FCC Mail Room

Westwood Community Schools
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BEN: 130890
NSLP: 79%

FCCRN: 0020422093
E-Rate Discount: 90%

December 16, 2010

Commission's Secretary, Office of the Secretary
Federal Communications Commission
445 12th St., S.W.
Washington, D.C. 20554

RE: EDU2011 Pilot Program
TITLE: Applicant Wireless Program

WC Docket No. 10-222
DEADLINE: December 17, 2010

This letter and the enclosed EDU 2011 applicant information, Exhibits, as well as Westwood Community Schools Technology Plan serves as Westwood Community Schools' request for consideration for the E-Rate Deployed Ubiquitously (EDU) 2011 Pilot Program.

Westwood Community Schools has already implemented a successful on-line learning program and has an established relationship with Comcast Communications, AT&T Mobility, and Sprint Communications Co. L.P. to provide off-premise connectivity to students through the use of cable modems and wireless devices. The data collected by Westwood Community Schools as a result of the on-line learning program would help the Commission determine whether and how these services should ultimately be eligible for E-Rate support now and in the future.

After the one-year trial period, I understand that Westwood Community Schools will be required to submit a report to the Bureau describing in detail any data collected as a result of the program and a narrative describing lessons learned from the program, which may assist other schools and libraries desiring to adopt similar programs in the future.

Thank you in advance for your consideration.

Sincerely,

Sue C. Carnell
Superintendent
Enc

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DEC 20 2010

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EDU2011 Pilot Program

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Table of Contents

Required Information for Schools	1
Required Information for All Applicants	3
Exhibit A – Acceptable Use Policy	12
Exhibit B – Acceptable Use Agreements / Enforcement	16

REQUIRED INFORMATION for Schools

- 1) Location of school
 - a) Westwood Community Schools: 3335 South Beach Daly, Dearborn Heights, MI 48125; Wayne County Michigan
- 2) The name of the school applicant, along with a complete list of the individual schools that will be served, including their billed entity numbers

WESTWOOD COMMUNITY SCHOOLS						
Building Name	Address	City	State	Zip	Grades	BEN
Westwood Cyber High School	25824 Michigan Ave.	Inkster	MI	41841	9-12	16062065

- 3) A description of the school district or school, including the type of school, such as private, public, charter, or other special type of school
 - a) Type of school/definition of school
 - i) Westwood Community Schools is an Urban Public School District serving PreK-12 students in the greater Detroit area and Wayne County Michigan.
 - (1) Westwood Community School District is a non-profit PreK-12 institutional day school, including two (2) public elementary schools that provide pre-school and elementary education, one (1) public middle school that provides secondary education, one (1) public High School, and one (1) Cyber High School as determined under Michigan state law.
 - (2) Westwood Community Schools serves approximately 2,484 students in grades PreK-12 including 722 students, grades 9-12, enrolled at the Westwood Cyber High School.
 - (1) Westwood Community Schools presently has (13) administrative staff, (210) teachers, (10) technical staff, (100) other support staff and (19) paraprofessional staff district-wide.
 - ii) Westwood Cyber High School has an on-line virtual learning environment and facility (building) located within the district, Wayne County Michigan.
 - (1) Westwood Cyber High School serves approximately (722) students in grades 9-12 with plans to expand to (1,200) students in 2011.
 - (2) Westwood Cyber High School has (10) "Mentors", project managers assigned up to (72) students each, (5) technical support staff, (1) Technology Director, and (1) certified teacher for each of the core curriculum areas; Math, Science, ELA and Social Studies.
 - (3) In the Westwood Cyber High School Program, learning is facilitated by trained teachers or "Mentors" who work with small groups of students in grades 9-12.
- 2) a description of the AWP's curriculum objectives, the grade levels included, and the number of students and teachers involved and/or being served as part of the program
 - a) At Westwood Community Schools, the learning community will be technologically literate life-long learners. Learners will be able to interact successfully in a technological environment to achieve their personal, educational, and workplace goals. They will skillfully use technology to access, retrieve and use information school-wide, communitywide, nationally, and internationally.
 - b) Initially, the district piloted the Cyber High School program with (180) students, grades 9-12, expanded to (722) students in 2010/11 with a planned expansion to include an additional (500) students in 2011/12.
 - c) The educational philosophy of the on-line school model used by Westwood Community Schools is based on constructivist learning and its applications to quality e-learning environments. Most importantly, Westwood Cyber High School is centered on student learning.

- d) All students within Wayne County Michigan are eligible to participate in the program provided that they qualify as at risk and have been referred by a parent, teacher, or social service organization.
- e) The “Mentor” to student ratio is approximately 70 to 1 within the Cyber High School, which ensures that each student will get the individualized attention they deserve.
 - i) With their “Mentor”, students develop standard focused learning plans and projects while experts use rubrics to evaluate the student’s progress and works with them on a weekly basis.
 - ii) These rubrics are used to measure the Michigan High School Expectations. When the appropriate expectations are mastered, credit is earned.
- f) Westwood Community Schools curriculum objectives of the AWP include:
 - i) Reorganizing schools into small learning communities.
 - ii) Career Academies for the upper grades, and a New Tech High School to provide students and parents options and phasing in a ‘twilight school’ for students that need flexible schedules.
 - iii) Instituting a research-based curriculum designed to move all students toward advanced high school work in all content areas.
 - iv) Offering recovery opportunities and extra help for students who need it.
 - v) Providing professional development opportunities for teachers and administrators to support implementation of the recommended reforms.
 - vi) Creating parent- and community-involvement activities that encourage students’ career and college development.
- g) Summary description of the AWP’s Curriculum Objectives by grade level:

GRADE LEVEL(S)	CURRICULUM OBJECTIVE(S)	# STUDENTS	# TEACHERS
9	To increase proficiency and productivity as measured by the rubrics for high school expectations/benchmarks, Michigan Merit Examination (MME), and the Michigan Educational Technology Standards (METS).	34	1
10	To increase proficiency and productivity as measured by the rubrics for high school expectations/benchmarks, Michigan Merit Examination (MME), and the Michigan Educational Technology Standards (METS).	272	4
11	To increase proficiency and productivity as measured by the rubrics for high school expectations/benchmarks, Michigan Merit Examination (MME), and the Michigan Educational Technology Standards (METS).	233	3
12	To increase proficiency and productivity as measured by the rubrics for high school expectations/benchmarks, Michigan Merit Examination (MME), and the Michigan Educational Technology Standards (METS).	183	2

- 3) A summary of any data collected by the school on AWP outcomes and achievement of AWP objectives
- a) Data is collected and housed in Westwood Community Schools Data Warehouse (FirstClass); a system that allows users to compare multiple sets of data ("all data over time") so that they may identify needed interventions, devise enhanced curriculums, and drive the academic achievement of all students. Other systems used to collect data and housed in "FirstClass" include but are not limited to:
 - i) During the 2011-12 school year Westwood Community Schools plans to deploy SOTI MobiControl; a system installed on every iMac that allows teachers and administrators to monitor and collect data relative to content, Internet sites visited, downloads, and homework assignments completed.
 - ii) Westwood Community Schools will also seek to monitor and collect some or all of the following data from the (EDU) 2011 pilot program:
 - (1) Quarterly or more often, surveys with teachers to assess usage.
 - (2) Usage of the iMac and USB Wireless AirCard including time spent using the devices versus other mediums.
 - (3) Synchronization data by student and teacher.
 - (4) Time on task with iMac and USB Wireless AirCards versus other mediums.
 - (5) Relative performance, by grade-level, of students with iMacs versus those who may not be using the iMacs. This may or may not allow for a true control group depending on funding and other factors.
 - (6) End-of-course, standardized, or other test scores that might indicate progress over previous year(s) data.
 - (7) Student surveys on the effectiveness of iMacs and USB Wireless AirCards in their studies.
 - b) At the end of the AWP pilot program period, Westwood Community Schools will perform a comprehensive look at the total cost of ownership of the iMacs including hard and soft costs, all support plans, overages (if any) on data plans, the actual usage of the data plans and data transfer totals by student, percentage participation by all teachers, and external costs that will have to be borne by parents or outside entities in order to pay for a full 1:1 implementation.

REQUIRED INFORMATION for All Applicants

- 1) A full description of the current or planned Applicant Wireless Program (AWP), including but not limited to:
 - a) The nature of the AWP, including the extent to which the use of connectivity is interactive and utilizes the Internet.
 - i) Westwood Cyber High School will use iMac desktop computers along with a comprehensive online learning environment which utilizes the model of the My School / Not-School Program. In the United Kingdom, this model offers an educational experience for students who are unable to attend school for a variety of reasons. Westwood Community Schools seeks to continue to offer and fund this comprehensive On-line Learning Environment for its students in grades 9-12 as follows:
 - (1) **My School:** Allows students to interact with their teachers and mentors through the desktop computer and/or mobile devices, by being able to retrieve or submit lessons; receive corrections or notes from the teachers, and do this inside or outside the classroom. These students also participate in face to face meetings with experts and

mentors to ensure students remain engaged in the project based learning process and on-line virtual environment.

- (2) **Not School:** 100% on-line virtual learning environment that allows students to interact with their teachers and mentors through the desktop computers and/or mobile devices and will serve disengaged students whom for a variety of reasons cannot attend school such as: dropped out, expelled, or who are phobic, sick, or can no longer attend school. These students participate in the same project based on-line virtual learning environment as My School with exception to visiting the tech center on a regular basis.
- ii) Westwood Community Schools has successfully piloted and uses iMac desktop computers with its Cyber High School (My School/Not School) students to achieve the following goals and outcomes:
- (1) 1:1 availability of devices and Internet connectivity at home and school for each student that allows them access to all available school resources and applicable Internet resources that relate to their curriculum.
 - (2) Both My School and Not School include constructivist, project based, and on-line learning experiences. All learning experiences are individualized to meet individual student needs. Student progress is monitored and supported by mentors, experts, and project team leaders to ensure student success with these programs.
 - (3) 24 x 7 access to computers so that the learning environment is not “supplemental” but ongoing and allows students to use the Internet and access to lessons both at school and at home; removing the “digital divide” barrier.
- (1) Increase time on task for all students by allowing them to use devices that they are familiar with, enjoy using, and can interact with versus being forced to use pencil/pen and paper for all lessons at home.
 - (2) Improve results on standardized test scores and meet state high school graduation requirements to obtain a High School diploma and teach them the skills necessary for higher education or future employment.
- a) How long the AWP has been in operation and the on-line learning devices being used.
- i) Westwood Community Schools has already implemented a successful on-line learning program with plans to expand the program in 2011 and has an established relationship with Comcast Communications (SPIN 143003990), Sprint Communications Co. L.P. (SPIN: 143005695) and AT&T Mobility (SPIN 143025240) to provide off-premise Internet connectivity to students through the use of cable modems or wireless broadband cards.
 - (1) The AWP program start date is January 2009 and the current length of operation is approximately two (2) years.
 - (2) Desktop computers with an Internet access device will be used with Westwood Cyber High School grades 9-12 students. The utilization of these devices enables at risk students to increase educational productivity with access to the Internet at home.
 - (a) The devices used by Westwood Cyber High School for the program includes the iMac computer with a USB Wireless AirCard; broadband card for Internet access. The iMac Features Include:
 - (i) 21.5 – inch monitor
 - (ii) 3.2GHz Intel Core i3 processor with 4MB level 3 cache, supports Hyper Threading
 - (iii) 500GB Hard Drive
 - (iv) Writes DVD+R DL and DVD –R DL discs at up to 4x speed

- (b) The iMac desktop computers are imaged with a comprehensive suite of licensed software for completing assignments and accessing individualized learning experiences and meeting high school curriculum objectives.
- b) A description of any technical issues associated with implementing the AWP, including an analysis of any problems with the availability of wireless access to students or patrons off the school or library premises and how those issues are being or will be addressed by the school or library.
- i) Technical issues for the off-premises learning installations primarily fall into three categories:
- (1) The use of USB wireless broadband cards to connect all students to the Internet can work in many cases on campuses. The challenge for Westwood Cyber High School has been with how to provide students with access to research and study sites on the Internet in their homes. This connectivity issue associated with implementing the AWP will be addressed by:
- (i) The schools technology team as well as the Internet service providers Comcast, Sprint, and AT&T technical support staff will be available by telephone to answer any questions on the functionality of the installed equipment.
- (ii) Using carrier support personnel to survey Internet access prior to deployment or selection in order to guarantee 100% coverage off-premises.
- (2) Appropriate routing and filtering of Internet access requests from students.
- (a) Although schools are required to filter access for students, not all carriers have supported filtered Internet access through their networks. To address this issue, Westwood Community Schools will select and implement filtered Internet access through a carrier network and USB Wireless broadband cards that:
- (i) Will seek to cover high school level filtering that is age appropriate.
- (ii) Force local Internet traffic through a dedicated proxy and firewall-filter at the school or through a 3rd party, Wayne County RESA.
- (iii) Attempt to limit or control access to secondary SSIDs through the iMac where possible. This might include a roll-down list of authorized SSIDs.
- (iv) Send all Internet traffic through a dedicated filter at the carrier.
- (v) Work with service providers and carrier partners to simplify exception processing of URLs that are unreasonably blocked by the filters.
- (vi) Implement a modified "acceptable" or "responsible" use policy that covers the use of the iMac and USB Wireless AirCards at home that is consistent with promoting trust, maximum availability of the device for students, and expanded learning opportunities at home. (Exhibits A & B)
- (3) Support of off-campus use of iMac's by students and their parents/guardians.
- (a) Students will have the computers at home in order to conduct research, assignments, projects, or other course work. The following issues and problems along with suggested solutions are noted as follows:
- (i) Parents/guardians may object to the use of the iMac and USB Wireless AirCards at home on the grounds that their children have access to games or other materials that do not relate to studies. It will be incumbent on the school to explain to parents the limited range of content that their children may access.
- (ii) Students may have to use their home networks to access the Internet. In these cases, the school will either have to allow the use of that network, with the

parents' permission, or force the students to access an intermediate firewall or filter out on the public network.

- (iii) Students may incur damage to their iMac or they may lose functionality. In this case, the school and the carrier will work together to support a spares program that is acceptable to parents and allows for rapid replacement of units in order to keep learning environment active.
- (iv) Teachers may need assistance finding suitable research sites for students to use while at home. Westwood Community Schools will work together with the "Mentors" to supply teachers and students with publicly available lists of sites that have age appropriate lessons that relate to existing curriculum. All stakeholders will work together to ensure that these sites are accessible and available through filters off-premises.

c) What training has been or will be provided to teachers, librarians, students or parents to implement the AWP?

- i) Research has clearly shown that teachers have had difficulty making the leap to the use of new technologies and the simplicity of the My School / Not School program is clearly aimed at teachers, versus their students who rarely have issues with computers, or web-based technology. Westwood Community Schools' plans for professional development is consistent with this research whereby;
 - (1) This pilot implementation follows "best practices" used by other schools in the United Kingdom (UK) that are currently using and piloting off-premises programs that include involvement of all stakeholders in making the pilot a success.
 - (2) Teachers will be supplied with professional development that will not only train them on the specifics of the My School / Not School program but also will bring actual lessons, lesson plans, and ideas for new customized lessons into their training session and implement these lessons using the Internet.
 - (3) Students will be supplied with training on acceptable use policies as well as the specifics of caring for the units and the appropriate educational uses off-premises for completing assignments, accessing the Internet, and conducting research.
 - (4) Parents/guardians will be supplied with training on student acceptable use policies as well as the specifics of caring for the units and the appropriate educational uses off-premises by their child(ren).
 - (5) Students new to the program and their parents are required to meet with their assigned Mentor to go over the technical issues of the system and provided information on who to contact for technical support issues.
- ii) The following training materials/resources have already been provided:
 - (1) Students at Westwood Cyber School have already participated in Project Based Learning programs through the Buck Institute for Education (BIE) <http://www.bie.org>.
 - (2) Westwood Community Schools has already purchased a subscription for PD360 <http://www.schoolimprovement.com/>; an on-demand library of professional development resources for teachers that leverages technology to make professional learning more effective, convenient, and sustainable.

- (3) Other state-wide professional development offerings including “The 21 Things”; an on-line interface for K-12 educators that are based on the National Technology Standards for Teachers (NETS-T).¹
- d) The extent to which the AWP is integrated with federal, Tribal, state, regional or local governmental or non-profit initiatives to achieve educational or community access outcomes
- i) According to the FCC Sixth Report and Order, “Access to broadband at home or at anchor institutions is a critical component of enabling everyone in America to develop the digital skills they need to prosper in the 21st century”. Consistent with this order, the FCC is seeking proposals for a limited pilot program to establish “best practices” to support off-campus wireless connectivity for portable learning devices outside of regular school or library operating hours.
- (1) The federal planned initiatives include a platform and devices that have been selected by the district and already in place with plans to immediately expand off-premises implementation upon receipt of appropriate supplemental E-Rate funding for the EDU2011 Pilot Program.
- (2) This federal initiative is consistent with the federal Broadband Data Improvement Act wherein the definition includes: “A structured learning activity that utilizes technology with intranet/internet-based tools and resources as the delivery method for instruction, research, assessment, and communication” is vital for improving educational opportunities and a better quality of life for all Americans².
- ii) The state planned initiatives include the MDE Educational Technology Plan 2010 Goal 1 Teaching For Learning whereby “Michigan students will have meaningful technology-enabled learning opportunities, including assistive technologies and on-line virtual learning opportunities that develop proficiencies as defined by the Partnership for 21st Century Skills (<http://www.21things4teachers.net/index.html>), required to become lifelong learners, including ethical, safe, and discerning behavior while using information and media technology”.
- (1) Starting with the class of 2011, Michigan students will need to have an online learning experience in one of the following ways:
- (a) Online course - A course delivered through an Intranet or Internet connection (inside or outside the school/county network)
- (b) Online experience - A combination of structured, sustained, integrated, online experiences accessed via a telecommunications network utilizing teacher led, blended, teacher facilitated, or self paced courses
- (c) Integrated experience - Integration of an online learning experience into each of the required credits of the Michigan Merit Examination (MME).
- (2) These state planned initiatives include public funding through the Michigan Department of Education (MDE) and State of Michigan research grants that funded e-learning programs for k-12 students.
- 2) The poverty level based on the percentage of students eligible for a free or reduced price lunch under the national school lunch program (NSLP) or a federally approved alternative mechanism, and the current discount rate of the school or library

¹ The purpose of this course is to provide “Just in Time” training through an online interface for K-12 educators based on the National Educational Technology Standards for Teachers (NETS-T). Participants who fulfill all of the requirements have the opportunity to earn SBCEU’s.

² The deployment and adoption of broadband technology has resulted in enhanced economic development and public safety for communities across the Nation, improved health care and educational opportunities, and a better quality of life for all Americans.

- a) NSLP - The poverty level based on the percentage of students eligible for free or reduced price lunch under the NSLP is 79%.
 - b) E-Rate Discount - As an Urban school district, the current shared discount rate based on the E-rate Matrix is 90%.
- 3) The financial need of the school, including any additional budgetary hardships, notwithstanding the school or library's current discount rate
- a) Due to an economic downturn in Michigan's economy and statewide budget cuts for schools, Westwood Community Schools hardships include:
 - i) Lack of funding for improving educational opportunities and experiences for highly impoverished, at risk students whose needs include access to computers and the Internet at home, and anywhere learning takes place.
 - ii) Increased need for at risk students access to technology at home.
 - iii) A \$5 million deficit at the start of the 2010-11 school year.
- 4) All costs, including those eligible for E-rate support and those not eligible for E-rate support, associated with implementing the AWP, including but not limited to costs for equipment such as e-readers or laptops, access and connection charges, teacher training, librarian training, or student/parent training

a) E-Rate "Eligible" Costs for implementing the AWP, Grades 9-12

	Internet Access Service	Wireless Access Service	Discount Amount	Non-discount Amount
On Premises	\$48,000.00	\$0.00	\$43,200.00	\$4,800.00
Off Premises	\$0.00	294,000.00	\$264,600.00	\$29,400.00
TOTALS	\$48,000.00	\$294,000.00	\$307,800.00	\$34,200.00

b) E-Rate "Ineligible" Costs for implementing the AWP; Grades 9-12

INELIGIBLE COSTS	
Equipment & Software	\$805,000.00
Staff Training	\$3,500.00
Parent/Student Training	\$10,000.00
Staffing Costs	\$825,000.00
Monitoring Services (SOTI / Net Motion)	\$115,500.00
Consulting Fees	\$31,871.00
Non-Discount Amount (Eligible Costs)	\$34,200.00
TOTAL	\$1,831,071.00

- 5) The committed school resources available to implement the entire AWP, including whether those funds are from the school or library's general budget or from an outside funding source

a) Available resources for implementing the entire AWP, Grades 9-12

SOURCE	AMOUNT
General Fund	\$1,372,400.00
Title IID Fund	\$35,371.00
Grant Fund	\$115,500.00
E-Rate (Discount Amount)	\$307,800.00
TOTAL	\$1,831,071.00

- 6) The effect EDU2011 support for off-premise connectivity is likely to have upon the school's projects
- a) The likely effect on Westwood Community Schools' EDU2011 initiatives include but are not limited to:

- i) Expanded access to technology including the Internet, increased exposure to 21st century technology skills and learning opportunities, and improved productivity, proficiency and standardized test scores for the students served.
 - ii) Adherence to both state and national educational technology standards for students, teachers and other stakeholders.
 - iii) Improved student proficiency and MEAP test scores in Math, Science, ELA, and Social Studies.
 - iv) Promote and successfully deploy equitable teaching and learning opportunities consistent with the Broadband Data Improvement Act.
 - v) Compliance with NCLB wherein all schools will meet or exceed Adequate Yearly Progress (AYP) for the students served.
- 7) An analysis of the cost-effectiveness of the current or planned AWP as compared to the use of other types of technology that would also meet the AWP's objectives
- a) Initially the cyber school program was implemented by providing Internet access for each student at home through Comcast Communications. Presently, there are (3) three different service providers, Comcast, AT&T and Sprint, providing internet access for these students.
 - i) Comcast was the primary service provider when the cyber program started in 2009 because the wireless broadband Internet access cards by AT&T and Sprint were cost prohibitive.
 - ii) AT&T and Sprint later offered the broadband cards at a reduced rate whereby the district decided to pilot both vendors' broadband cards to compare their performance with costs.
 - b) Westwood Community Schools has chosen iMac and USB Wireless AirCards as the most cost effective solution for meeting the AWP objectives in 2011.
 - i) The iMac desktop computer serves as a one to one computing device for students while the USB Wireless AirCard provides access to the Internet.
 - ii) The selected solution also allows at risk students access to technology and the Internet at home.
 - iii) Selecting the iMac and USB Wireless AirCards for the AWP program is the most cost effective solution because they provide both one to one computing as well as Internet Access for students served at a lower cost to the district.
 - c) Alternate off-campus technology and Internet solutions were considered during the planning process and prior to making a decision about which type of technology to use for the cyber high school program.
- 8) Any relevant technology planning documents and, *if applicable*, a statement of long-term objectives for the AWP
- a) Technology Plan; enclosed with this application
 - b) Statement of long term objectives:
 - i) Westwood Cyber High School provides a safe and secure environment in which students are encouraged to succeed without the fear of failure. High monitoring allows for the reinforcement of responsibilities while still promoting a sense of independence towards the students' learning. Exposure to technology and the internet promotes the development of skills which lead to obtaining higher education or employment.
 - ii) Westwood Cyber High School welcomes a range of students from a variety of backgrounds into its program. Each referral is evaluated on an individual basis to determine the best solution for the student's educational needs.

- iii) Westwood Cyber High School ensures that each student will get the individualized attention they deserve, including:
 - (1) Improved literacy
 - (2) Improved social skills
 - (3) Increased self-confidence and ambition
 - (4) Development of problem solving skills
 - (5) Stronger levels of communication and collaboration
 - (6) Development of technology skills
 - (7) Increase in empowerment and determination
- iv) Based on statistical data about the program and when learners exit the cyber high school it is expected that
 - (1) 61% are going to college
 - (2) 18% obtain employment
 - (3) 14% are seeking employment
 - (4) 2% are other
- 9) A description of the specific measures taken, or that will be taken, to ensure compliance with the Children's Internet Protection Act and measures to protect against waste, fraud, and abuse
 - a) Description of CIPA compliance
 - i) Westwood Community Schools has and will continue to comply with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).
 - (1) Internal policies and procedures are in place for acceptable use of district equipment.
 - (2) Reasonable public notice was provided about Westwood Community Schools Internet safety policies, including any technology protection measures.
 - (3) Parents, guardians, and other stakeholders have access to information about the acceptable use of district technology off-premises and must sign an acceptable use agreement prior to using district owned equipment and accessing the Internet.
 - (4) In compliance with the Broadband Data Improvement Act of 2008, students are taught Internet safety including appropriate on-line behavior, interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.
 - ii) SOTI MobiControl will be installed on every device which allows teachers and administrators to monitor content, Internet sites visited, downloads, and other management tools to prohibit unauthorized use.
 - (1) Each iMac is assigned to a specific student, checked periodically for inappropriate content, and collected for re-imaging during academic breaks/vacations.
 - (2) Staff will monitor acceptable use of each student's iMac to ensure appropriate use for educational purposes off-premises.
 - iii) Net Motion will be installed on each unit beginning in 2011. With Net Motion installed, all internet traffic will be directed through the district's Local Area Network (LAN) which is secured through the use of m86 Security web filtering software at the Wayne County RESA.
 - b) Protection against waste, fraud, and abuse
 - i) Westwood Community Schools will include all stakeholders to identify and use "best practices" when deploying the AWP pilot program.

- ii) Each student will be assigned a specific iMac to be used solely by the student off-premises.
 - iii) Every iMac will be collected periodically to monitor and evaluate off- premises use by students.
 - iv) The most cost effective solution will be determined based on competitive bid responses in the future as well as available General Funds, Title I Funds, Title V Funds, grants, and E-Rate discounts.
 - v) Eligible E-Rate services for off-premises use will be submitted on a separate FCC Form 471 for funding year 2011.
 - vi) E-Rate ineligible product(s) and/or service(s) costs will be allocated out of the total cost of implementing the AWP prior to submittal to USAC for eligible reimbursements.
- 10) A description of internal policies and enforcement procedures governing acceptable use of the wireless devices used in the AWP off the school or library's premises**
- a) Acceptable Use Policies (AUP) (Exhibit A)
 - i) Westwood Community Schools acceptable use policy states that all computers and other district technology are to be used in a responsible, efficient, ethical and legal manner.
 - b) Acceptable Use Agreements / Enforcement; Exhibit B
 - i) Westwood Community Schools has an acceptable use student technology agreement that must be signed by all students and parents/guardians prior to using the district's technology, including the Internet.
 - (1) Any student that violates this agreement will lose all computer privileges with disciplinary action that may result in suspension or expulsion from the program.
 - (2) Any parent/guardian that does not want their child(ren) to access the Internet on the network must sign a waiver form.
 - (3) All students assigned an iMac and USB Wireless AirCard must also sign a separate supplemental agreement for using their individual unit (Exhibit B).
 - ii) Westwood Community Schools declares irresponsible, inappropriate, unethical, obscene, or illegal behavior, or support of such activities, as unacceptable behavior and as just cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action.
 - iii) Westwood Community Schools reserves the right to review any material stored in files to which users have access and remove any material which the district, in its sole discretion, believes may be unlawful, indecent, obscene, pornographic, abusive, or otherwise objectionable. The use of technology is a privilege, which may be revoked by the district upon notice.

Exhibit A: ACCEPTABLE USE POLICY

File: 6163.12

Internet Acceptable Use Policy

E-MAIL AND INTERNET ACCEPTABLE USE

The Board of Education of the Westwood Community School District is committed to the effective use of technology to enhance both the quality of student learning and the efficiency of its schools' operations. It is also recognized that measures have to be established to safeguard the District's investment in both hardware and software in achieving the educational benefits of technology and inhibiting negative side effects.

CIPA and Content Filtering Requirement

The Children's Internet Protection Act requires Internet filtering for schools and libraries receiving federal technology funding. Internet filtering is a specific technology that blocks or filters Internet access. It must protect against access by adults and minors to visual depictions that are obscene, child pornography, or - with respect to use of computers with Internet access by minors - harmful to minors. The Westwood School District has implemented a content filtering program on all District owned computers.

The District's growing technology provides unequalled opportunities to explore and use a varied and exciting set of resources including computer programs, CDS, electronic mail, and the Internet. The Internet's potential as an educational tool is boundless. With Internet use also comes a potential for abuse. It is the purpose of this policy and subsequent Internet and technology contracts to ensure that all who use the network services; students, parents, faculty, staff, and community members, use this valuable educational resource in an appropriate manner.

1. The entire information network system is owned by the Westwood Community School District and is to be used for educational activities only. The Internet and E-mail systems are public access systems and content should always be educationally appropriate.
2. The Westwood Community School District will not be liable for the actions of anyone while using the network both local or on the Internet. **All users shall assume full liability, legal, financial, or otherwise, for their actions.** In addition, the school system takes no responsibility for any information or materials that are transferred through the Internet, either through the school equipment or personal equipment from a remote location, and stored on any district file server.
3. All students and staff are required to have a Network Resources Contract signed prior to Internet-network access.
4. The administration will also ensure that both staff and students are adequately informed about disciplinary actions that will be taken if the Westwood Community School District's technology equipment and/or networks are abused in any way or used in an illegal or unethical manner.

Staff and Student E-Mail and Internet Acceptable Use

The computing systems, networks and related facilities in the Westwood Community School District are intended to support the Westwood Community School District=s mission statement.

Westwood=s growing technology provides unequaled opportunities to explore and use a varied and exciting set of resources including computer programs, CDS, electronic mail, and the Internet. With Internet use also comes a potential for abuse. It is expected that the Westwood Community School District faculty will thoughtfully integrate the use of the Internet through the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those sites which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

The most important prerequisite for someone to use the network services is that he or she take full responsibility for his or her own actions. **The Westwood Community School District will not be liable for the actions of anyone while using the network both locally or on the Internet.** All users shall assume full liability, legal, financial, or otherwise, for their actions. In addition, the school system takes no responsibility for any information or materials that are transferred through the Internet, either through the school equipment or personal equipment from a remote location, and stored on district file servers.

This complete policy and accompanying procedures are available for review by all parents, guardians, and other members of the community.

Rules and Responsibilities of the E-Mail User

The content and maintenance of a user=s electronic mailbox is the user=s responsibility. Each e-mail user will:

1. Read the E-mail and Internet Acceptable Use policy, complete a Westwood Community School District Network Resources Contract, and obey the provisions of that agreement. In addition to the form, student users of the Internet must have their parent or guardian read through the policy and sign the back of the contract.
2. Use the e-mail system for its intended educational purposes only. Commercial use of e-mail is prohibited.
3. Never deliberately or willfully disrupt the services of the e-mail system or damage any of the software, hardware, or security associated with the network.
4. Respect the rights and privacy of others on the network. This would include, but not be limited to, viewing mail without permission, sending mail under another person=s name, tampering/changing another person=s password without consent, or sending harassing messages.
5. Check e-mail regularly, delete unwanted messages and keep the remaining number of messages to a minimum in the mailbox since they take up file server storage space. Messages should be deleted after one month.

6. Never assume that your e-mail cannot be read by anyone except yourself since copies can be forwarded or sent as carbon copies. Never send or keep anything that you would not mind seeing in the daily newspaper.
7. Use proper e-mail etiquette when composing messages. Refrain from using derogatory or discriminatory statements based on race, religion, or sex, or statements that may constitute sexual harassment.
8. Do NOT communicate anything that violates any of the Westwood Community School District policies, and/or local, state, or federal laws and regulations.

Responsibilities of the Internet User

The information network system is owned by the Westwood Community School District and is to be used for educational activities. The following rules relate to their use. All potential Internet users must:

1. Read the Westwood Community School District Acceptable Use Policy, complete a Westwood Community School District Network Resources Contract, and obey the provisions of that agreement. In addition for the form, student users of the Internet must have their parent or guardian read through the policy and sign the back of the form as well.
2. Accept legal and financial responsibility and release the Westwood Community School District Board of Education and administration from any and all claims of any nature incurred while using the school system's network.
3. Cooperate with the Network Manager or designee in maintaining a working network for its intended educational purpose consistent with the Westwood Community School District Mission Statement. Students utilizing the Westwood Community School District Internet access must first have the permission of, and must be supervised by, an appropriate staff member.
4. Just as they are responsible for good behavior in the classroom, students are expected to show the same type of consideration while using the Internet. Only use the Internet for appropriate educational purposes. Uploading, downloading, or distributing materials that are deemed offensive, discriminatory, derogatory, or sexually explicit, or show others how to do the same, is prohibited. Be aware that the transfer of certain kinds of materials is illegal and is punishable by fine or jail sentence. Anyone who logs into an inappropriate location is to immediately log off.
5. Follow all Westwood Community School District policies, and/or local, state, and federal laws and regulations when using the network services. Abide by all copyright laws when downloading, uploading, or using software.
6. Respect the rights and privacy of others on the network. Accessing, tampering, damaging another person's materials, information, or hardware is forbidden.
7. Safeguard personal information such as name, address, telephone number, etc., while on the Internet, as well as use only your personal Internet account. Sharing of the Internet account with others is strictly prohibited.
8. Refrain from sending messages that are likely to result in the loss of a recipient's work or system including known viruses or the altering of any system software or another's personal work, both locally or remotely.

Administrative Responsibilities for E-Mail and Internet

The administration/network manager has the responsibility to maintain the integrity of the network by employing any or all of the conditions listed below. The administration has the responsibility and right to:

1. Access and delete old e-mail message files to improve the working capacity of the system.
2. Log e-mail and Internet use and require additional user maintenance procedures when necessary.
3. Deny an e-mail or Internet account to anyone for any violation of this policy.
4. Monitor any or all downloaded files to the school file servers, and remove those deemed educationally inappropriate.
5. Require log sheets to be filled in by the users on Internet use when and if necessary.

Penalties for E-Mail or Internet Violations

1. The use of the Westwood Community School District E-mail or its network connection to the Internet is a privilege which may be revoked at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to:
 - using abusive, derogatory, or objectionable language in either public or private messages
 - sending messages that are likely to result in the loss of a recipients' work or system including known viruses
 - altering any system software or another=s personal work, both locally or remotely
 - placing unauthorized information on the network
 - disrupting the network through the abuse of hardware or software
 - using the network to be malicious through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks
 - downloading, copying, using or installing illegally copyrighted software
 - allowing anyone to use an access other than the access holder
 - displaying conduct on the Internet that detracts from the good reputation of the Westwood Community School District.
2. Internet/E-mail users will be liable for any and all repair costs arising from damage to hardware or software caused by negligent or deliberate actions on the part of the user.
3. Employees of the Westwood Community School District who do not follow the provisions of responsible network use shall be subject to disciplinary action which may include termination of employment.
4. Student Internet users who purposely abuse the hardware, software, or network services shall be subject to whatever disciplinary action is deemed appropriate by the board of education including suspension and/or expulsion from school.

Adopted December 15, 1998 **Board of Education Westwood Community School District**

Exhibit C – ACCEPTABLE USE AGREEMENTS/ENFORCEMENTS

File: 6163.12

File: 6163.12-E

**WESTWOOD COMMUNITY SCHOOL DISTRICT
STAFF/STUDENT NETWORK RESOURCES CONTRACT**

I, _____ have read the Westwood Community School District E-Mail and Internet Acceptable Use Policy and understand the rules that will govern my use of the Internet.

I realize that the sole purpose of the Internet connection through the Westwood Community School District is educational in nature.

I realize that this opportunity to connect to the Internet is a privilege, not a right, and that only through proper use of the system may I remain an active Internet user.

I realize that any violation of the policies or the intent of the policies as described in the Acceptable Use Policy may lead to penalties, including revocation of the account, disciplinary action, and/or legal action.

I realize that I am solely responsible for my actions while connected to the Internet and will be held accountable as such.

I realize the importance of upholding copyright laws while uploading, downloading, or using any software while on the network.

By signing this contract, I release the Westwood Community School District and all other organizations related to the network from any liability or damages that may result from the use of the Internet connection. In addition, I will accept full responsibility and liability, both legally and financially, for the results of my actions with regard to the use of the Internet.

User Signature

Date

In order for a student to receive permission to use the Internet, the reverse side of this form must be signed by a parent or guardian.

File: 6163.12

File: 6163.12-E

WESTWOOD COMMUNITY SCHOOL DISTRICT STAFF/STUDENT NETWORK RESOURCES CONTRACT

PARENTAL INFORMATION/SIGNATURE SECTION

To meet the educational needs of students, the Westwood Community School District will offer to students access to the Internet. This technology will allow them to expand their information base by accessing distant resources, communicate with other individuals, and develop electronic research skills critical to their future. While the intent of the Westwood Community School District is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Even though the Westwood Community School District has instituted methods or systems to regulate student=s Internet access, those methods cannot guarantee compliance with the Acceptable Use Policy.

Families should be aware that some materials accessible through the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services from the Internet which could result in unwanted financial obligations for which a student’s parent or guardian would be liable.

The Westwood Community School District believes that the benefits to students of access to the Internet exceed any disadvantages when used in a responsible manner by the student and monitored by both staff and parents in an educational atmosphere.

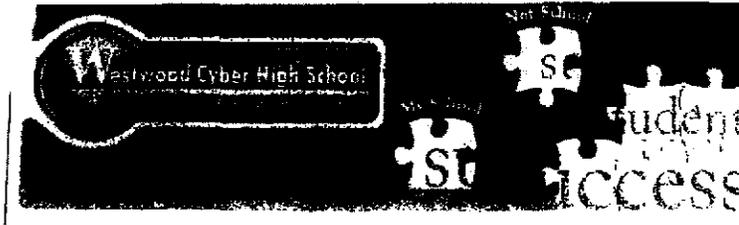
I, _____ the parent/guardian of student _____ have read and accept the Westwood Community School District E-Mail and Internet Acceptable Use policy.

I agree to accept all financial and legal liabilities that may result from the use of the Westwood Community School District Internet connection by my son/daughter.

In consideration for the privilege of my son/daughter using the Internet, I hereby release the Westwood Community School District, the Board of Education, staff, and volunteers from any and all claims of any nature arising from the use of the Internet.

Parent/Guardian Signature

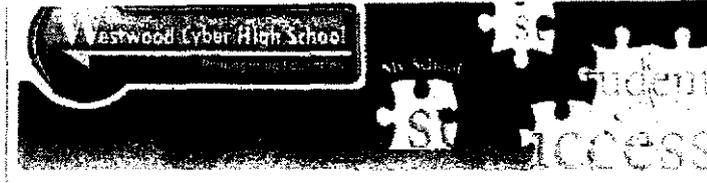
Date



RESEARCHER NAME: _____ PROJECT MANAGER: _____
 SCHOOL PHONE NUMBER: 1(313)565-_____ TECHNICIAN: ED WANDA RANDY MIKE

Parent/Guardian Agreement

- I understand Westwood Cyber High School is an educational project intended for High School aged youth who have not been in regular attendance at school or have had trouble in school for some time. I understand that its aim is to re-engage young people in learning and to rebuild self-esteem and confidence.
- I will encourage the young person in my care to take an active part in Westwood Cyber High School, which includes: logging in daily, contacting his/her mentor daily, completing projects in a timely manner, attending the learning lab as required, as well as checking on academic progress.
- I understand Westwood Cyber High School has its own secure learning environment intended only for the Cyber High School researchers and staff. The researchers username and password is for the use of the researcher only. The login information may not be shared with anyone including parents. The researcher will be held responsible for any inappropriate or offensive communications.
- If I need to contact Westwood Cyber High School staff for any purpose, I understand that I can call the assigned Project Manager. There is a 24 hour answering system in place, and all calls will be returned.
- I understand the issues surrounding Internet security and safe use of the Internet. I understand that internet filtering systems are not reliable, and that I have a parental responsibility to guide the young person in my care. I will encourage the young person in my care to use the Internet in a safe and responsible manner.
- I understand Westwood Cyber High School computer systems have limited filtering, but Internet security software can be installed at any time if I deem necessary after discussion with our assigned Project Manager.
- I understand that I am responsible for the young person in my care, and accept that I need to ensure an appropriate level of supervision. I understand that the Westwood Cyber High School Learning community is transparent and all communications are monitored closely. If the central team has any concerns, I will be contacted directly and expected to support the central team in their efforts.
- If the young person in my care is unable to log on for more than a day, I will contact my assigned Project Team. This includes planned vacations, internet/power outages, or any instance that would prohibit the researcher from logging in.



Researcher: _____

Project Manager: _____

SCHOOL PHONE NUMBER: 1(313)565-_____

Technician: ED MIKE WANDA RANDY

My School Researcher Agreement

- I will log on to the Westwood Cyber High School learning environment every day, including weekends and holidays, and I will make contact with my mentor.
- I will answer email messages right away.
- If I know that I will not be able to be in touch for more than a day, I will inform my mentor through email.
- I will attend the WCHS Learning lab a **minimum of (2) times per week** for at least an hour each visit.
- I will schedule my lab time weekly with my mentor. If I am unable to attend lab for any reason, I will notify my mentor.
- I will work together with my mentor to plan my projects and agree to a time when they will be finished.
- **I will submit a minimum of six (6) projects per week. RESEARCHER INITIAL _____**
- I understand Westwood Cyber High School operates 365 days of the year and that there is an adult online 24 hours per day.
- I will act responsibly when I use the Internet. I understand that I can use it for both educational and recreational purposes. I will not log on to sites that may cause offense. If I accidentally log on to a site which may cause offense, I will log-off at once and inform my Project Manager or my Technician.
- I understand Westwood Cyber High School has a secure learning environment. I am able to chat with other members of the Westwood Cyber High School community in our secure site. I will not use external chat rooms or areas to contact other Cyber High School researchers.
- I agree that I will not access outside chat rooms without the consent of my parent/guardian. I understand the dangers of accessing external chat rooms.
- I understand the Westwood Cyber High School community is a secure, but transparent community. All communications are actively monitored. I will behave respectfully and responsibly when I am in the Westwood Cyber High School Community.

- I will actively contribute to the Westwood Cyber High School learning communities. I will help and support others in the community. If I learn something new, I will share it in the Westwood Cyber High School learning environment.
- I will look after the equipment that Westwood Cyber High School has provided. I agree to return the equipment at any time if asked. The equipment shall remain at the enrollment address, and shall not be removed without consent of the local project team.

Enrollment Address: _____

The equipment is as follows:

* I-Mac Computer : Serial Number _____ ASSET TAG _____

* Printer Combo: Serial Number _____ ASSET TAG _____

* Modem/Aircard: Serial/IMEI Number _____

*ISP Provider Name: _____

*Providing Own Internet: SIGN _____

I understand that the equipment is the property of Westwood Cyber High School and to keep the equipment, I must meet the following requirements:

***Enrollment in the Westwood Cyber High School Program for (2) or more calendar years.**

AND

***Fulfill the Westwood Cyber High School Graduation Requirements.**

I will keep my learning environment username and password secure. I will not share it with anyone. I will not let anyone into the Westwood Cyber High School learning environment.

Print Name: _____

Westwood Cyber High School Official:

Signature: _____

Signature _____

Date: _____

Date: _____

Received & Inspected

DEC 20 2010

FCC Mail Room

Westwood Community School District

Technology Plan

July 2009 – June 2012



Westwood Community School District
3335 Beech Daly Road
Dearborn Heights, MI 48125
(313) 565-1900

District code 82240
Wayne RESA

Contact : Sean Kashawlic, Director of Technology
(313) 565-1240 - fax (313) 565-3162
kashawlics@wwschools.net

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

Westwood Community School District Technology Plan (2009-2012)

Table of Contents

INTRODUCTORY MATERIAL	3
INTRODUCTION	3
DISTRICT PROFILE	4
TECHNOLOGY VISION, BELIEFS, and GOALS	4
RATIONALE	6
I. CURRICULUM	9
LEARNING GOALS	9
Technology Goals for All Students	12
SCHOOL STRATEGIES	23
STRATEGIES and TIMELINES for TECHNOLOGY INTEGRATION	24
Technology Delivery	35
NEW and INNOVATIVE INITIATIVES	37
Parental Communications and Community Relations	39
Collaboration	40
II. PROFESSIONAL DEVELOPMENT	41
STRATEGIES FOR IMPLEMENTING TECHNOLOGY GOALS	41
STAFF NEEDS ASSESSMENT	43
BUILDING A CULTURE OF CONTINUOUS STAFF LEARNING	43
State and National Standards	44
Supporting Resources	44
TIMELINES and FUNDING FOR PROFESSIONAL DEVELOPMENT	45
CURRENT STATUS and PLANS	46
Increased Access	50
Interoperability	50
IV. FUNDING and BUDGET	51
INITIAL PURCHASE	51
ON-GOING MAINTENANCE AND SUPPORT	52
Three Year Technology Budget	53
V. MONITORING & EVALUATION	55
Technology Implementation and Support	55
Use of Technology to Achieve Technology Goals	55
Staff Competency and Professional Development	56
APPENDIX A: District Technology Committee Members	58
APPENDIX B: Yearly Self-Evaluation Rubrics	59
APPENDIX C: Sample Student Performance Assessment Materials	66
APPENDIX D: Self-Assessment of Technology Support Capability	75
APPENDIX E: NETWORK SERVICES ORGANIZATION, PROCEDURES, PLANS	82
APPENDIX F: Acceptable Use Policy	96
CIPA and Content Filtering Requirement	96

WESTWOOD COMMUNITY SCHOOL DISTRICT
TECHNOLOGY PLAN (2009-2012)

INTRODUCTORY MATERIAL

District Mission Statement

(adopted November 2007)

Working together to prepare students to succeed in a competitive society.

INTRODUCTION

Student learning is at the heart of all we do in the Westwood Community School District. It is our belief that student learning is improved with the use of computer technologies. This plan begins with a vision for student learning, a statement of beliefs, and a rationale for creating and continuing to build networked learning environments. It continues with a detailed explanation of Technology Learning Standards for all students, a description of network and telecommunications services, a description of professional development strategies, benchmarks and timelines for accomplishment of our learning goals, long-term funding strategies, and measures for assessment and evaluation.

In 2007, educators and community members created a new strategic plan which included the use of computer technologies in the Westwood Community School District, and is based on increasing student skills in communication, information processing, and productivity. Students and staff work within a networked environment in which all classrooms and work areas are connected. All computers are equipped with a suite of applications used by all members of the learning community. All staff and students have access to the network. The district is linked in a wide-area network and is part of the Wayne County RESA K-12 network, linking all K-12 schools in the county to the Internet.

What are the next steps? In December of 2000, the U.S. Department of Education established these National Educational Technology Goals:

- Goal 1: All students and teachers will have access to information technology in their classrooms, schools, communities and homes.

- 26
- Goal 2: All teachers will use technology effectively to help students achieve high academic standards.
 - Goal 3: All students will have technology and information literacy skills.
 - Goal 4: Research and evaluation will improve the next generation of technology applications for teaching and learning.
 - Goal 5: Digital content and networked applications will transform teaching and learning.

The Michigan Department of Education has released a "curriculum roadmap", the Michigan Educational Technology Standards (METS), to assist educators and communities to chart the future of learning in the Internet age. The Westwood Community School District joins with communities across the state and the nation to envision educational possibilities in the 21st Century. This plan conveys next steps in using technology more productively and in weaving it more thoroughly into daily learning and teaching.

DISTRICT PROFILE

The Westwood Community School District, located within the communities of Dearborn Heights and Inkster, is a working class urban community. There are two Elementary Schools, grades K-5 each with a pre-school program; one Middle School, grades 6-8; one traditional High School, grades 9-12; one Alternative High School, grades 9-12; and a Cyber High School, grades 9-12. Over 68 % of students are eligible for free lunch – significantly higher than the statewide average. We are a small district with a total student population of just under 2,200 students for kindergarten through grade 12 with a total of 150 teachers.

The most recent census data available indicates that 46.6% of our students live in single parent households and 38.9% are from families with children under 18 years of age living in poverty. Only 38.8% of the adult population is high school graduates or equivalent. The ethnic/racial breakdown is 75% Black, 21% White, and 4% American Indian, Hispanic, and Asian combined.

As of the Spring Count 2009, the District's two Elementary schools (K-5) have a total K-5 student population of 859; and our Middle School (6-8) has 379 students, our one traditional High School (9 – 12) has 628 students, and our two new Innovative Alternative High school programs, Ombudsman with 83 students and the Cyber High has 180 students.

TECHNOLOGY VISION, BELIEFS, and GOALS

VISION