

Technology Plan Kalkaska Public Schools

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Plan Start Date: July 1, 2008
Plan End Date: June 30, 2011

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URL: <http://kpschools.fesdev.org/pages/techplan.pdf>

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2. INTRODUCTION

2.1. District Mission Statement

The Kalkaska Public School District, in cooperative partnership with students, staff, family and community, believes all students can learn. We will provide a caring environment that promotes academic achievement and social responsibility. This partnership will help all students develop their maximum potential; and adapt and contribute to a changing world.

2.2. Demographics

- Number of students: 1600
- Number of teachers: 85
- Number of administrators: 7
- Number of non-certified staff: 120
- Buildings:
 - Kalkaska High School 9-12
 - Kalkaska Middle School 6-8
 - Northside Alternative 9-12
 - Cherry Street Elementary 4-5
 - Birch Street Elementary K-3
 - Rapid City Elementary K-5
- Free and Reduced Lunch Percentage: 50.7%
- Growth status: Declining
- Total General Fund Budget: \$13,857,139 (2007-2008)

3. VISION AND GOALS

3.1. Vision Statements

- We believe all students can learn.
- We believe all students learn better in a technology rich environment.
- We believe that technology should be available as close as practical to the student workstation.
- We believe that access to technology resources is the key to success.

3.2. Goals

- Improve access to technology for all students and staff
- Seamlessly integrate technology into teaching and learning
- Improve the use of technology rich lessons in all classrooms
- Work toward full integration of this technology plan into the School Improvement Process
- Show yearly progress toward the goals in this plan

3.3. Integration with Other Plans

This Tech Plan will align with existing School Improvement Plans and district curriculum. The following plans will be completed and aligned to this plan:

- Professional Development Plan
- Technical support Plan
- School Improvement Plan
- Curriculum Planning Cycle

4. CURRICULUM INTEGRATION

4.1. Instructional Technology Standards

Within the context of the Curriculum Process, steady progress will be expected toward the adoption and meeting of the following standards:

- Michigan Benchmarks and Standards (MiCLIMB)
- NETS standards for students (www.iste.org)
- NETS standards for teachers
- TSSA standards for administrators

4.2. Technology Use

Technology tools will be used across all levels in support of the curriculum.

Examples:

- Language Arts: writing and peer review
- Science: probeware and data analysis
- Math: graphing calculators, graphic manipulation of geometric forms
- Art: graphics, image editing
- Social Science: Internet exploration of other cultures (keypals)
- Music: music editing, composing

4.3. Curriculum and Teaching Strategies

The Technology Committee will identify current research and best practice models for the curriculum committees. Resources used for this will include:

- MiCLIMB
- Michigan Curriculum Frameworks
- Best Practices CD series
- Instructional Technology Across the Curriculum (ITAC) activities
- Other resources as listed in the addendum.

5. STUDENT ACHIEVEMENT

Instructional strategies involving the use of technology will be firmly rooted in current research, directly aligned to curriculum, and aimed specifically at improving student achievement.

5.1. Strategies

This plan will be implemented through the existing curriculum process using the following strategies:

- Each curriculum committee will have, as a regular member, at least one representative from the Technology Committee.
- Annual review of subject area curriculum will include addition of technology rich lessons and modification of existing units to incorporate technical tools.
- Specific curricular examples are included in Appendix C at the end of this document.

5.2. Timeline

Yearly curriculum review of specific subject areas will include the addition of technology rich lessons and specific goals related to the Instructional Technology Standards. This cycle will be repeated throughout the life of this plan.

6. TECHNOLOGY DELIVERY

6.1. Distance Learning Technologies

6.1.1. Currently Being Used

- Project Interconnect: Virtual Field Trips
- NovaNet
- MVHS
- NWEA Testing
- Study Island MEAP prep
- Streaming Video (through REMC)
- PLATO

6.1.2. To Be Explored

The following delivery technologies will be explored and adopted where there is direct curricular alignment and sufficient budget resources.

- ITV Calculus class (Project Interconnect)
- eBooks
- On-line coursework (e.g. MiVHS, MiVU)
- ITV options from ISD and REMC
- Internet curriculum resources such as:
 - Intel Teach for the Future
 - Teach for Tomorrow
 - Ameritech Teaching Academy
 - Other Internet based instructional opportunities

7. PARENT AND COMMUNITY RELATIONS

The main connection between this plan and parent and community relations will be the district presence on the Internet.

7.1. Publication of Technology Plan

This plan will be published on the district web site in its final draft. All intermediate drafts during the review and assessment process will also be posted.

7.2. Parent and Community Communications

- Parent and community input will be sought during the review and assessment phases of this plan through email and on-line surveys, and input forms on the district web site.
- The schedule for School Board meetings will be posted on the district web site.
- Minutes of School Board meetings will be posted on the district web site.

7.3. Technology Committee Membership

The district Technology Committee is charged with the responsibility for the authoring, review, and assessment of this plan. Membership in the committee will include:

- Teachers: at least one representative from each level (lower elementary, upper elementary, middle school, high school) and from each major curriculum area.
- Administrators: both building and central administration.
- Students: a student representative appointed by the student government or High School principal.
- Parent: at least one parent representative.
- Community: at least one local community or business representative.

8. COLLABORATION

District owned technology resources are recognized as public resources. Whenever practical, district owned technology resources will be made available for public educational use.

8.1. Computer Labs

- Existing district computer labs will be made available for community education, adult education, and training opportunities whenever practical.
- Unfilled seats in professional development classes offered in district computer labs will be made available to interested parents and community members.
- Guidelines will be developed to allow progress toward these goals while maintaining the security and integrity of the district's technical systems.

8.2. Web Resources

Space for public electronic "bulletin boards" for posting community events will be made available on the district web site at the request of local municipalities and organizations.

9. PROFESSIONAL DEVELOPMENT

Professional development is recognized as an ongoing need for all district personnel.

9.1. Professional Development Plan

9.1.1. Instructional Staff

All professional development investment will be based on a demonstrable curricular need.

- Skills Based PD: Skills based training will be offered only in support of other PD and not as the focus of any classes.
- Standards Based PD: Professional development classes that focus on technically rich curricular lessons will be the preferred mode of training.

Examples are:

- Teach for Tomorrow
- Ameritech Technology Academy
- Intel Teach for the Future
- Other MDE sponsored training opportunities

PD will be grade level appropriate and subject area specific.

- Certifications/Standards: There is a recognized long-term goal of certification of all staff in meeting standards and benchmarks for the integration of technology, such as:
 - Completion of Teach for Tomorrow modules
 - COATT certification
 - NETS for teachers

9.1.2. Administrative Staff

A combination of application specific and standards based professional development opportunities will be sought for both building and central administration staff. Examples include:

- MSBO sponsored trainings and certification paths
- TSSA based training opportunities
- LEADing the Future for principals and superintendents
- Association sponsored trainings and conferences (e.g. MSBO, MASA, MASSP, MEMSPA)

9.1.3. Technical Staff

An on-going need is recognized to keep the technical support personnel up to date on ever changing technical systems.

- Industry and manufacturer certifications are encouraged for systems and software that the district currently uses, or intends to migrate toward.
- Funding for training opportunities and conferences will be considered as part of the overall technology budget.

9.2. Professional Development Focus

The overall goal of professional development is to change and support the way teachers teach and students learn. Research suggests that skills-based training (e.g. Intermediate Word, Beginning PowerPoint, etc.) has little impact on the use of technology in teaching and learning.

True integration of technology will be achieved only with curriculum and standards based professional development that helps teachers and administrators in the development of a technology rich curriculum. The expected outcomes for this type of professional development are technology rich classroom lessons and resources.

9.3. Professional Development Timeline

A yearly PD calendar will be developed and maintained that lists all PD opportunities available to district staff. Both internal and external opportunities will be listed.

9.4. Resources and Standards

Both internal and external resources will be encouraged for professional development including:

9.4.1. Resources

- Internal district staff, both instructional and technical
- ISD sponsored professional development opportunities
- MiVU/NETg on-line courses
- MDE sponsored professional development opportunities
- Professional association sponsored opportunities
- Instructional: MACUL, MIEM, MAME, etc.
- Administrative: MSBO, MASA, MASSP
- Technical: WMU Tech Coords Conference, MAEDS

9.4.2. Standards and Certifications

- Instructional
 - NETS for students
 - NETS for Teachers
 - COATT
 - Teach for Tomorrow
 - ATA Scholar
- Administrative
 - MSBO certifications
 - LEADing the Future Scholar
 - TSSA Standards for Administrators
- Technical
 - Industry Certifications: CNE, MCSE, etc.
 - Manufacturer Certifications: Cisco, Compaq, Apple, etc.
 - MSBO certifications

10. SUPPORTING RESOURCES

True integration of technology involves more than curriculum. Technology must be viewed as an integral part of most functions of the district from business through instruction. The following resources will be pursued and maintained within budget limitations.

10.1. Internal Resources

- District Policy and Guidelines as they relate to technology will be reviewed annually to maintain consistency with this plan as well as state and federal requirements.
- Documentation of technical systems will be maintained on an on-going basis and will be reviewed as part of the annual review of this Plan.
- A web presence will be maintained to support district instructional, administrative, informational and marketing priorities.
- Software licensing will be strictly documented and maintained.

10.2. External Resources

- REMC materials: video lending, video streaming, and other materials and resources
- ISD and/or RESA resources for professional development, tech support, and other district needs
- Online subscription services for technology rich instructional materials
- Outsourcing of less-than-full time needs for professional development, tech support, consulting services, etc

11. TECHNICAL INFRASTRUCTURE

The technical infrastructure from desktop through to the Internet will be reviewed annually. A priority list of needs will be developed as part of the annual budget process.

11.1. Current Status

11.1.1. Computer Workstations

- High School: 126
- Middle School: 118
- Birch Street Elementary 91
- Cherry Street Elementary 55
- Rapid City Elementary 51
- Northside Alternative 45
- Admin 5

11.1.2. Cabling Infrastructure

- High School: 1-MDF, 3-IDF, 115 CAT 5e drops
- Middle School: 3-IDF, 115 CAT 5 drops
- Birch Street Elementary 2-IDF, 153 CAT 5 drops
- Cherry Street Elementary 1-IDF, 58 CAT 5 drops
- Rapid City Elementary 1-MDF, 48 CAT 5 drops
- Northside Alternative 1-MDF, 60 CAT 5e drops
- Admin 1-MDF, 17 CAT 5e drops

11.1.3. Network Hardware

- High School: 1 router, 13 10/100 Switches, 7 Gig Switches
- Middle School: 5-10/100 Switches, 2 Gig Switches
- Birch Street Elementary 3-10/100 Switches, 2 Gig Switches
- Cherry Street Elementary 4-10/100 Switches, 1 Gig Switch
- Rapid City Elementary 2- 10/100 Hubs
- Northside Alternative 2-10/100 Switches, 1 Gig Switch
- Admin 1- Gig Switch

11.1.4. Network Operating System and Servers

- High School 2-file servers (Win2k), 1-web/proxy (Linux), 3-proxy (Win2k), 2 NAS Storage
- Rapid City Elementary 1-file/proxy (Win2k)

11.1.5. Connectivity and Internet

The primary Internet connection for the district is through Project Interconnect. Rapid City Elementary receives Internet connectivity through a wireless connection as part of a Business/School Partnership with COLI, Inc. Please refer to the following resources for more info:

- Project Interconnect:
 - http://www.nmc.edu/its/project_interconnect.html
- Addendum A contains a network diagram

11.1.6. Software Applications

- Instructional: The following is a list of major applications loaded on a significant number of computers.
 - Inspiration, Kidspiration, Microtype Pro, Touchdown Math, Google Earth, Cabri Geometry, NovaNet, Grammar Coach, NIH Image, Accelerated Reader
- Productivity Suites:
 - MS Office is loaded on most computers in the district.
 - Open Office
 - AppleWorks
- Administrative and student software
 - AS/400 applications are used for Student, Finance, and Personnel

11.1.7. Telephones

Telephones are installed in all classrooms. The High School telephone system and phones need to be upgraded or replaced during this planning cycle.

11.2. Current and Future Needs

The following is a list of projected technology needs over the life of this plan.

- Additional LCD projectors: all buildings
- Upgrade all Windows to XP
- Additional computer purchases and upgrades needed in all buildings
- Server upgrades needed
- Library Catalog and Circulation software is needed in all buildings
- Student Administration Software for attendance and grades
- Continued growth of Intranet and Extranet services on the District web presence
- Board Policy related to technology needs yearly review.
- Upgrade telephone system

11.3. Technical Standards

Technical standards for district assessment of donations, new purchases, and retirement of technical resources will be reviewed on an annual basis and published. The following standards will be developed and maintained.

- Minimum technical standards for donations
- Technical standards for new purchase compatibility with current network
- Current standards for OS are:
 - Elementary schools are primarily Mac
 - Secondary and Admin are primarily Intel/Windows
 - New computer purchases will be Intel/Windows

11.4. Technical Support

The current technology support model is described below. This plan recognizes that these levels will have to be maintained in order to support the current level of technology implementation.

- Full time:
 - 1 - Technology Coordinator
- Part time:
 - 1 – Lab Aide
- Consultant:
 - 1 – Trimble Consulting

12. ACCESS TO TECHNOLOGY

Access to technology will be assessed as part of the annual review of this plan to track progress toward the goal of continual improvement in access to technology for all district students, staff, and community.

12.1. Access to Resources

- Computer labs will be actively scheduled to ensure access to all students.

- Access to computer labs by parents and community will be allowed when not needed by students. Public use will only be scheduled when security and technical integrity can be assured.
- Wireless technologies will be explored as a way to make computer resources more available to classroom teachers and students.
- ISD resources will be explored for adaptive special needs.

13. FUNDING AND BUDGET

The budget items covered by this Technology Plan are projected to remain constant, or increase slightly, as a percentage of the total district budget. The actual amounts available will be determined on a yearly basis.

13.1. Variables

- The single largest variable is the State of Michigan's School Aid Budget. The actual amounts available to the district are unknown. Without this information from the State, it is impossible to predict the amount of budget money that will be available for the implementation of this plan.
- The only projections possible are as a percentage of the general fund budget. The following projections are based on current spending, as a percentage of the total general fund budget

13.2. Baseline Amounts: 2007-2008

The following amounts have been budgeted for technology related items during the fiscal year 2007-2008.

Hardware and networking costs:	\$29,567.00
Maintenance and service costs:	\$18,000.00
License agreements:	\$30,000.00
Software and curriculum support:	\$8,800.00
Professional development and training:	\$3,500.00
Technical support:	\$78,600.00
Computer workstations:	\$15,000.00
Computer Supplies	\$18,000.00
Total technology expenditures:	\$201,467.00
Percentage of General Fund budget:	1.5%
General Fund Budget:	\$ 13,456,142.00

13.3. Projections for 2008-2009

The following budget projections assume an increase in spending of 3%.

Hardware and networking costs:	\$30,454.01
Maintenance and service costs:	\$18,540.00
License agreements:	\$30,900.00
Software and curriculum support:	\$9,064.00
Professional development and training:	\$3,605.00
Technical support:	\$80,958.00
Computer workstations:	\$15,450.00
Computer Supplies	\$18,540.00
Total technology expenditures:	\$207,511.01

13.4. Projections for 2009-2010

The following budget projections assume an increase in spending of 3%.

Hardware and networking costs:	\$31,367.63
Maintenance and service costs:	\$19,096.20
License agreements:	\$31,827.00
Software and curriculum support:	\$9,335.92
Professional development and training:	\$3,713.15
Technical support:	\$83,386.74
Computer workstations:	\$15,913.50
Computer Supplies	\$19,096.20
Total technology expenditures:	\$213,736.34

13.5. Projections for 2010-2011

The following budget projections assume an increase in spending of 3%.

Hardware and networking costs:	\$32,308.66
Maintenance and service costs:	\$19,669.09
License agreements:	\$32,781.81
Software and curriculum support:	\$9,616.00
Professional development and training:	\$3,824.54
Technical support:	\$85,888.34
Computer workstations:	\$16,390.91
Computer Supplies	\$19,669.09
Total technology expenditures:	\$220,148.43

14. COORDINATION OF RESOURCES

As technology based solutions become more common, the amount of money needed to support these technical systems increases. To meet this increasing need, the following sources of funding resources will be explored.

14.1. Funding Option Possibilities

- Educational Foundation
- General Fund
- Bonds and sinking funds
- Building funds (consumables)
- USF (E-Rate)
- Grants (local, state and federal)

15. MONITORING AND EVALUATION

15.1. Evaluation Process

- This plan will be evaluated on an annual basis as part of the School Improvement Process.
- Annual staff and student surveys will be conducted to assess the change, if any, in the way technology is used in teaching and learning.

- A priority list of technology expenditures will be developed each year as part of the budget process.

15.2. Indicators of Success

- Progress on the technology priority list will be assessed yearly with the results becoming the basis for the following year's list.
- An increase in the use of technology in teaching and learning, as measured by the annual surveys, will determine the level of success.

15.3. Monitoring and Evaluation Responsibility

Responsibility for the monitoring of progress and evaluation will rest with the Technology Committee which will prepare a report of progress to be delivered to the superintendent on an annual basis.

16. ACCEPTABLE USE POLICY

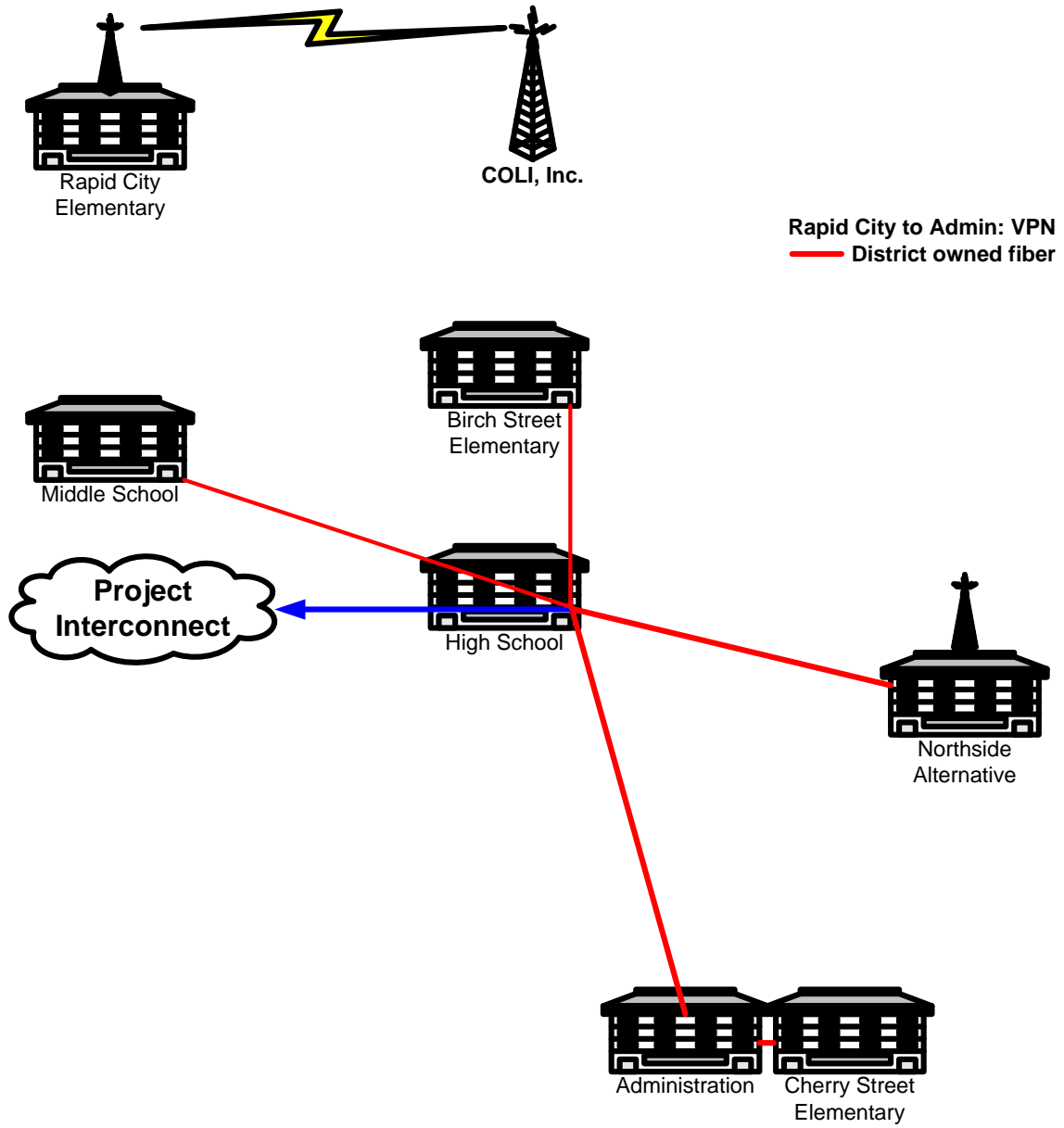
The current and proposed Acceptable Use Policies are attached. The current policy is under review and will be updated during the first year of this Plan.

- The current policy is located in Appendix B
- Text in red is additional language currently under consideration

16.1. Internet Filtering

- Internet filtering for all users is provided by TBA ISD.

17. APPENDIX A: NETWORK DIAGRAM



**Kalkaska Public Schools
Wide Area Network Plan
2007 - 2008**

18. APPENDIX B: ACCEPTABLE USE POLICY

New text currently under review for addition is in red.

4510-R Computer Network

4510-R-4

School District Rules on Acceptable Use of Computer Network Resources (AUP)

Use of the computer network is a privilege, not a right. The fundamental rule for the use of district computer network resources is that all use must be consistent with the district's educational goals and behavior expectations. **In general, then: Uses of technical resources which support the curricular goals of the district are usually acceptable. Uses which are not instructionally relevant are usually unacceptable.** Because electronic communications are so varied and diverse, these rules do not attempt to enumerate all required or proscribed behavior by system users. Users are expected to use common sense and adhere to the norms of behavior in the school community.

This Policy recognizes the requirements for privacy and Internet safety as codified in federal and state requirements. e.g. CIPA, COPPA

In particular, users should:

- Be polite and courteous in all communications and language.
- Assist others in the use of the system, and help others who are looking for ideas or information.
- Post and share information which is interesting and helpful to other users.
- Always use the network as a resource to further their own education and that of others.
- Be mindful of network security, and immediately report any bugs, errors, or security problems to the system administrator.
- **Follow the acceptable use guidelines of this network and any other network accessed using district technical resources. (e.g. Project Interconnect, Merit, etc.)**

Users may not:

- Use the district equipment for anything contrary to law, or to solicit others to break any law.
- Illegally copy, send, or distribute any copyrighted software, work, **music**, or other material.
- Send, publish, download, access, or retrieve any communication or material which may be defamatory, abusive, obscene, profane, sexually explicit, threatening, racially or ethnically offensive, harassing, or illegal, or anything which violates or infringes on the rights of any person.
- Use the network for any commercial purpose or financial gain.
- Use the network for any advertisement of solicitation without approval from the superintendent.
- Access, attempt to access, modify, or delete any record or file without permission or authorization.
- Make any attempt to harm or destroy the data of any other user or any system on the network, including creating or sending computer viruses, Trojan Horses, or similar computer code.

- Use electronic mail to send unsolicited, bulk, chain, harassing, anonymous, or other messages which are commonly considered an annoyance to recipients or degrade system performances.
- Use vulgarity, obscenity, or swearing in messages or electronic postings, or send email/message “flames” or other attacks.
- Attempt to access material or sites which are blocked by the district, or attempt to use the network while access privileges are suspended.
- Attempt to circumvent, disable, or reconfigure any security systems on the district network or any network accessed using district technical resources.

19. APPENDIX C: CURRICULUM EXAMPLE

Travel Brochures For Cells Lesson

Your assignment is to design a brochure to attract visitors to visit an animal or plant cell. You can think of your cell as a huge amusement park or, even better, as a small roadside attraction.

You must have at least 8 "attractions" (organelles or cell processes) that will "delight and amaze" your potential customers. Humor and creativity are encouraged.

Your grade will be evaluated by accuracy of organelle descriptions, design, and creativity. **Organelle descriptions-** 40 points (5 points each organelle) **Design**

1. rough draft-20pts
2. final copy on Microsoft publisher-3 Opts. **Creativity-** 10 points

This assignment is worth 100 points. This is a very large grade you need to take it seriously!

For Example: Visitors might want to visit the ribosomes, located just outside the nucleus, and watch as proteins are synthesized right before your very eyes

Be sure to visit the Golgi center inside the gift shop, and have your purchases gift wrapped for you before you leave.

Sample Student Work:



20. APPENDIX D: USF

As an addition to our budget, we intend to supplement our school funding each year by applying to the Universal Service Fund for discounts on services. These services provide us with day to day essential operations.

08-09

Telecommunications:

- local telephone services
- long distance services
- cellular service

Internet Access

- email service
- Web Hosting

Internal Connections

- Firewall
- Servers
- Network Electronics
- Tape Backup
- Wireless Infrastructure
- Data/voice cabling

Basic Maintenance of eligible equipment

- Maintenance of eligible equipment

09-10

Telecommunications:

- local telephone services
- long distance services
- cellular service

Internet Access

- email service
- Web Hosting

Internal Connections

- Firewall
- Servers
- Network Electronics
- Data/voice cabling
- Phone system

Basic Maintenance of eligible equipment

- Maintenance of eligible equipment

10-11

Telecommunications:

- local telephone services
- long distance services
- cellular service

Internet Access

- email service
- Web Hosting

Internal Connections

- Firewall
- Network Electronics

Basic Maintenance of eligible equipment

- Maintenance of eligible equipment