CLAY COUNTY DISTRICT SCHOOLS
TECHNOLOGY PLAN

David Broskie
Superintendent of Schools

CLAY COUNTY SCHOOL BOARD

District 1: Janice Kerekes
District 2: Carol Studdard
District 3: Tina Bullock
District 4: Mary Bolla
District 5: Ashley Gilhousen

July 2020 –June 2025

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SUPERINTENDENT'S MESSAGE

Dear Parents, Students, and Community Partners,

Clay County District Schools has a proud tradition of excellence, and have established the system as one of the best in the state if not in the country. From our students and their families, to teachers and their school administrators; from District staff and support personnel, to the teams that keep our buildings running, Clay County District Schools is an educational environment for which everyone can be proud. We have embraced a culture of learning and growth for ourselves as educators so that our students will ultimately benefit. This Technology Plan reflects the values of our community, and keeps an eye to the future for what it means to be a student of the 21st Century: creative, informed, technologically literate, and flexible, but most of all a critical thinker. Clay County District Schools plans to continue to increase our students' access to technology with the goal of being 1:1 (one student to one device) with Chromebooks and continuing to utilize the OneClay Online platform of carefully cultivated online resources and tools.

I am so pleased to observe our students effectively utilizing Chromebooks and online resources via our OneClay portal daily to communicate and collaborate on educational activities assigned by the teacher. Our teachers actively use these tools to provide our students with high quality, rigorous, and authentic learning experiences designed around content that connects our students to a global society and empowers them to use compassion, curiosity, creativity, critical thinking, communication, and collaboration to achieve their academic and personal goals. Our collaboration with each other is key so that we hold each other accountable for what matters most – our kids.

Respectfully,

David Broskie, Superintendent of Schools

MISSION AND VISION

Clay County District Schools Mission Statement

The mission of Clay County District Schools (CCDS) is to work collaboratively with all stakeholders to provide a public education experience that is motivating, challenging and rewarding for all children. We will increase student achievement by providing students with learning opportunities that are rigorous, relevant and transcend beyond the boundaries of the school walls. We will ensure a working and learning environment built upon honesty, integrity and respect. Through these values, we will maximize student potential and promote individual responsibility.

Information and Technology Services Vision Statement

Information and Technology Services will relentlessly pursue high-quality technical experiences for all students and employees by:

- Providing safe and reliable access to the CCDS Network;
- Providing managed devices that allow students and staff to access network resources;
- Cultivating a sense of fiscally responsible innovation in our department to provide the best possible resources to our students and staff;
- Holding high expectations for our staff members to assist students and staff in utilizing digital resources safely and effectively.

GENERAL INTRODUCTION AND BACKGROUND

About Clay County

Clay County is a diverse mixture of suburban and rural areas covering 592 square miles. The county is bordered by Jacksonville to the north, St. Augustine to the east, and Palatka and Gainesville to the south. Orange Park, Middleburg, Green Cove Springs, Fleming Island, Oakleaf, and Keystone Heights are the towns comprising the county.

Purpose of the CCDS Technology Plan

The District Technology Plan is guided by the District Strategic Plan. The District has developed a five-year plan that addresses both current and future needs. The technology component of the Strategic Plan addresses technology integration, infrastructure, and personnel. The Plan is reviewed annually by the District Technology Team, presented to the Superintendent, and revised as necessary.

SECTION 1: NEEDS ASSESSMENT AND GOALS

In a continuing effort to assess the current state of technology for Clay County District Schools, we use multiple sources of data to evaluate and guide our planning and decision-making. CCDS has contracted with consultants to conduct independent audits of technology covering areas from policies and procedures to hardware and environmental conditions. CCDS uses this data and guiding documents to align our planning to meet needs based on available resources and industry trends.

District Technology Needs Assessment

- Continue to improve infrastructure (routers, servers and UPS's, switches, wireless LAN controllers, wireless access points, telecommunication systems, dark fiber).
- Continue to upgrade and align Finance, Payroll, and Purchasing System with data reporting requirements for accurate and easy accessibility for staff to make informed business decisions

- Continue to provide modern hardware in classrooms, labs, media centers, and administrative locations
- Continue to provide online access to instructional resources for staff and students through a single sign-on portal solution.
- Continue to provide trained instructional technology staff and expand roles and responsibilities to enhance usability and access to resources.

HARDWARE		
Project	**Current Status**	**Need**
Wireless	Full instructional deployment	Replace Access Point with modern 802.X standard every 4 years
Telecommunications	Full VOIP deployment	Update system devices every 4 years
Wide Area Network	2gb	100gb
Internet Access	6gb	20gb
Switching	Fully Deployed Network	Upgrade Switching every 5 years
Enhanced Classrooms	Projectors hooked to teacher computers with document camera	Move to a mobile display with attached Chromebox with wireless controls.
Employee Devices	Aged Employee Devices	Replace ¼ of all employee devices each year to enter a four year maintenance cycle.
Instructional Employee Devices	Desktop Devices	Replace ¼ of all employee devices each year with a mobile device to enter into a four year maintenance cycle.
Student Devices	Fully deployed Chromebook network	Purchase additional Chromebooks to provide a 1:1 (one student to one device) ration and then manage the Chromebook fleet with a maintenance schedule of a three year cycle.
Assistive Technology *	New user devices are being developed that present new challenges for special use cases.	The District will continue an ongoing process to pilot new assistive technology devices to determine what is needed for support.

*District, state, and federal mandates require the District to support the selection, acquisition, and implementation of adaptive and assistive technology devices and resources recommended for a student with a disability by an IEP team.

CORE APPLICATIONS

Project	Current Status	Need
Neverware	41% of aging windows PC's converted to the ChromeOS Platform	100% of windows devices converted to the Neverware platform by 2021
ClassLink	Casslink is deployed as the Single Sign On solution (OneClay Portal)	Continued refinement to enhance user experience
G Suite for Education	Fully Deployed G-Suite	Maintain system and deploy new tools as presented by Google
Student Information System	We are current using the FOCUS SIS system in full deployment	The district will be switching to Synergy (EduPoint) system on July 1, 2021
Business System	The district converted to Business Plus on GLCF and HR/PY in 2019	Continue to modify the system to the needs of the district
Ticketing System	Converted to SchoolDudes from IssueTrack on July 1, 2019	Maintain the new system system and modify to best fit the needs of the district
LightSpeed (CIPA Compliance)	All students and staff currently filtered with an inline filtering device	Deploy and train additional features of the LightSpeed application (Classroom, etc.)
Communications Applications	Maintain current tools for communicating with parents and the school community, including websites, social media, and mass communications systems	Continue to train staff in best practices for approved communications tools and add new platforms as needs arise
Assessment and Analytics System	Currently utilizing Performance Matters/Unify for delivery of local assessment and student performance analytics	Will move to the Synergy application for delivery of assessment and analytics on July 1, 2021

District Technology Goals

Goal 1 : Technology Access

To provide all students and staff with secure and reliable network access, devices, and applications that ensure they are able to complete tasks and assignments efficiently and support the growing need for blended learning.

Strategies:

- Research and develop a plan to consolidate funding and standardize purchasing procedures for technology (i.e., hardware, software, web-based services, and telecommunications) with a recommended refresh date.
- Continue to expand the Service Desk in order to provide just in time support to all users.
- Develop and provide training on technology competencies for teachers and leaders (Initiative 5.2.3).*
- Maintain an online "one stop shop" that houses all curriculum materials (Initiative 1.1.4).*
- Maintain blended learning instructional platforms that support individualized learning (Initiative 1.2.4).*
- [Update the wiring](#) (copper and fiber optics) to continue to build a robust network to provide a stable and consistent access to digital resources (Initiative 2.1.5).*
- Maintain all output switches in schools in order to improve speed and access of internet (Initiative 2.1.1).*
- Maintain wireless access points in all classrooms (Initiative 2.1.2).*
- Use funding from the FLDOE Digital Classroom Plan to decrease student-to-device ratio (Initiative 2.1.3).*
- Develop a plan to provide all staff with mobile devices upon hire (Initiative 2.1.4).*
- Develop a plan to provide all students with a Chromebook (1:1)

Goal 2: Stakeholder Communication

To increase staff use of communications platforms to increase communication with all District stakeholders.

Strategies:

- Review analytics to determine what platforms are utilized most by certain groups (parents, students, business partners) to ensure we are connecting with our target audience on their preferred platform.
- Train staff on best practices for communication, including websites, social media, and mass notification systems.
- Develop and implement communication protocol between all stakeholders using internal and external social media platforms (Initiative 3.1.2).*
- Maintain interactive websites for the District and all schools (Initiative 3.1.6).*

Goal 3: Information Security

To implement policies and procedures that protect the confidentiality of data, preserve the integrity of data, and promote the availability of data for authorized users.

Strategies:

- Continue to incorporate account governance processes and procedures into account creation, management, permissions, and terminations.
- Continue to implement standardized methods of account provisioning and rostering reducing the number of different systems involved and eliminating proprietary methods and remove inefficient overhead.
- Continue to hold bi-annaul meeting in July and December to review, update, and refine the [Incident Response Plan](#) (IRP) and [Disaster Recovery Plan](#) (DRP).

Goal 4: Student Information System

To work collaboratively with the Edupoint team to set-up, implement, and train the Synergy platform.

Strategies:

- Meet bi-weekly with Edupoint team to review project status to meet the goal of a system launch July 1, 2021.
  - Develop and Test a Florida State reporting module
  - Migrate current ESE systems into Synergy
  - Migrate local assessment systems into the Synergy
  - Train users in the use of the new system to ensure successful and efficient transition
- Develop a District Synergy Teacher Team to meet and regularly provide feedback in the Synergy set-up and training.

Goal 5: Data Lake Strategy

To implement and refine the Innive Analytics and Dashboard Systems for Executive and Administrative staff members to streamline data informed decision making processes.

Strategies:

- Work collaboratively with stakeholders to make adjustments to the platform to ensure it meets data needs within the District to inform practice, discussions, and decisions.
  - Identify an efficient data warehousing method (Initiative 4.1.1).*
  - Identify and implement an analytics tool for district and school-based dashboards (Initiative 4.1.2).*
  - Tailor analytics and data norms to meet needs for school improvement planning and implementation (Initiative 4.1.3).*
  - Integrate existing data structures with new data warehouse (Initiative 4.1.4).*
  - Develop and implement interactive data dashboard for internal and external review (Initiative 3.1.4).*

Driven by the District Strategic Plan

SECTION 2: FUNDING

The School District of Clay County supports district-wide technology needs with numerous sources, including:

General Funds – Recurring

- Salary/technology support personnel
- Maintenance for infrastructure
- Software licensing/maintenance
- Computer repair
- Equipment
- Computer hardware
- Software
- Wiring
- Telecommunications
- Other purchased services

Public School Technology Funds – Identified by District from FEFP

- Software licensing/maintenance
- Equipment
- Computer hardware
- County 1/10 of 1/2 Cent Sales Tax
- Capital purchases with at least a 5-year useful life
- Computer hardware
- Routers, servers, switches, wireless access points
- Permanent facility modifications

State Instructional Materials Funds – Recurring if State Appropriated

- Software
- State Library Media Funds
- Online databases

Title II, Part A – Recurring

- Technology integration staff
- Training
- Substitutes
- Stipends
- Computer hardware for training
- Other purchased services
- Conferences/travel

Title III, Part A – ESOL

- Computer hardware

- Software

District Strategic Planning – Non-Recurring

- Software licensing
- Computer hardware
- Phone systems
- Personnel

E-Rate – Recurring if Federally Appropriated

- Telecommunications

Clay County District Schools strives to comply with the [FCC's E-Rate Modernization Order](#), as described below:
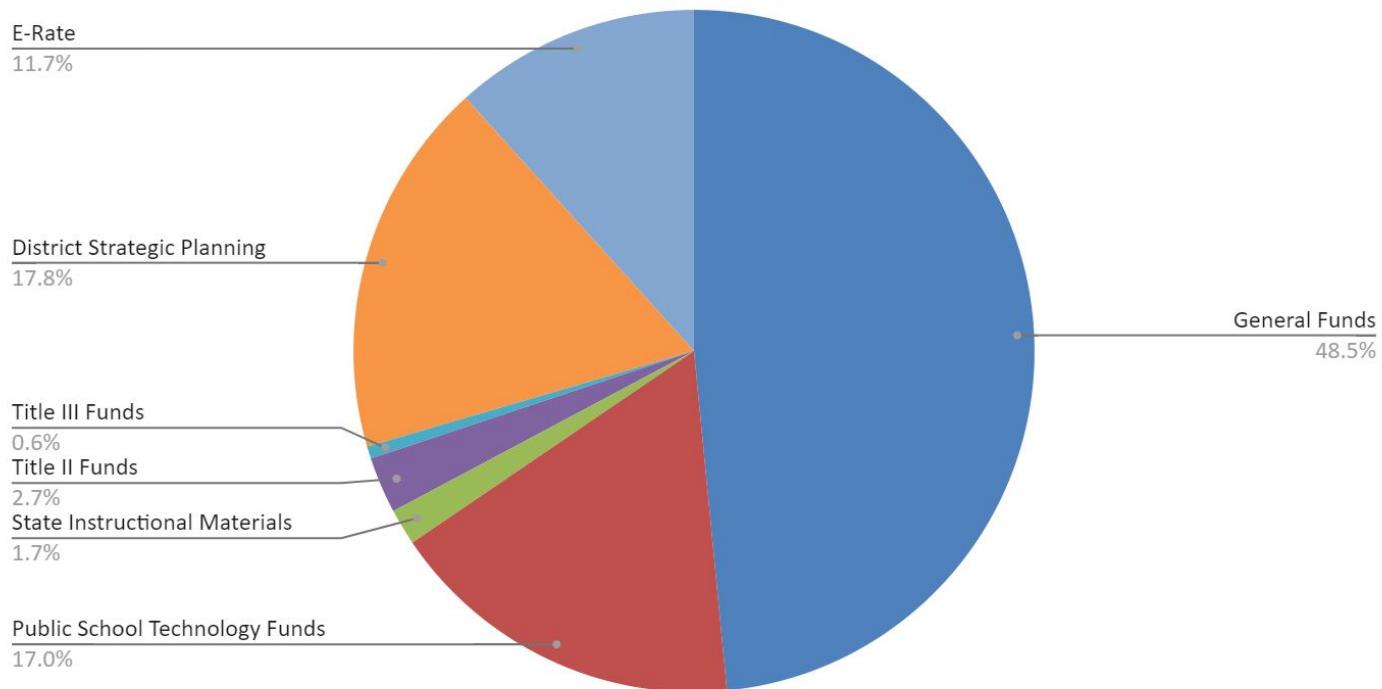
The Order adopts three goals for the E-rate program: (1) ensuring affordable access to high-speed broadband sufficient to support digital learning in schools and robust connectivity for all libraries, (2) maximizing the cost-effectiveness of spending for E-rate supported purchases, and (3) making the E-rate application process and other E-rate processes fast, simple and efficient. The Order then takes actions aimed at reaching those goals. With respect to high-speed broadband, the Order increases focus on the largest and most urgent need—closing the Wi-Fi gap—while transitioning support away from legacy technologies. Next, the Order adopts improvements that will ensure E-rate money is spent smartly. Finally, the Order enacts numerous changes that will improve program administration. Collectively, these actions will ensure greater access to E-rate support for the Wi-Fi networks needed to connect 10 million students a year to 21st Century educational tools and target an additional $5 billion for Wi-Fi services over the next five years.

For more information: https://www.fcc.gov/general/summary-e-rate-modernization-order

In addition, other funds designated for technology-related purposes, such as Title I funds and ESE assistive technology, are expended at school sites and not included above.

Project REVENUE

Due to fluctuation in budgets and changes in legislation, the figures below are projected amounts in percentage of CCDS Department of Information and Technology Services budgets.

E-Rate
11.7%

District Strategic Planning
17.8%

Title III Funds
0.6%

Title II Funds
2.7%

State Instructional Materials
1.7%

Public School Technology Funds
17.0%

General Funds
48.5%

SECTION 3: TECHNOLOGY ACQUISITION

Information and Technology Services provides technical assistance to individual departments and schools regarding the purchase of technology related hardware and applications (see Appendix C). In addition, ongoing technical assistance is available to school and district personnel through the school-level Technical Support Specialists.

Whenever possible, Information and Technology Services strive to provide standardized technology hardware and applications for our users in order to combine purchasing power with streamlined support. Identification of appropriate technologies to meet the goals of the district departments and the instructional program are identified by the needs assessment procedures in a collaborative effort between District departments and the Information and Technology Services Division.

Appropriate technology acquisition policies that address the following areas:

- Consistency and interoperability with existing and planned technology delivery systems
- Support and maintenance requirements
- Provision for technical guidance to school and district personnel responsible for making strategic technology related purchasing decisions.

Computer Purchases

Computer purchases will focus on Chromebooks for students and laptops for employees with a goal of being 1:1 (one device per person). Student Chromebooks should be refreshed on a three year cycle and employee devices* should be refreshed on a four year cycle.

*Some staff members will receive laptops and others will receive desktops based on the needs of the user.

Enhanced Classrooms

The Enhanced Classroom concept will transition to a mobile setup consisting of a large panel display on a mobile cart with a Chromebox and wireless controls attached.

Network Infrastructure

Network infrastructure will continue to be updated as needed to accommodate the ever-expanding need for bandwidth in the schools.

Telephony

Telephony Systems will need to be maintained and updated with release of modern VOIP devices.

Servers and Storage

Data Center servers and storage will continue to be updated as needed to support the processing and storage needs of the District. The district currently is using the Hyper Converged model in the data center to maximize expenditures.

SECTION 4: TECHNOLOGY ACCESS

Equitable Distribution to Ensure Student Achievement

- Ensure that every school's campus-wide wireless access is maintained.
- Continue to provide Chromebooks in core content areas to ensure students are able to utilize online applications and resources for personalized/blended learning environment.
- Continue to provide access to digital resources for all students to enable the acquisition of digital skills to include those necessary for academic work as well as future employment.
- Students in junior high will complete an Internet-based course to assist students in determining educational and career options and goals that will emphasize technology in career fields.
- Senior high and Junior High schools will provide students with access to coursework in technology, including industry certification curriculum.

Access to Curriculum Resources

- Continue to provide online access to all curriculum and instructional resources and increase access to digital instructional materials to take the place of traditional textbooks and instructional materials through a single sign-on portal.
- Provide resources for teaching digital citizenship to all students.
- Support the integrated use of classroom technology that enhances teaching and learning, classroom management, parent involvement, and school safety.
- Provide for online delivery of professional development to reach more educators.

Access for Students with Special Needs

- Support the selection, acquisition, and implementation of assistive technology devices and resources identified for a student with a disability identified by the IEP team in accordance with district, state and federal mandates.
- Continue to utilize a language acquisition program to meet the language development needs of English Language Learners.
- Provide digital and instructional materials, including software applications, to students with disabilities.

Access to Information for Decision-Making

- Provide teachers and administrators with easily accessible systems that increase access to the analysis of student achievement data.
- Support access to online resources that provide ongoing formal and informal assessment of student achievement.
- Continue to utilize online surveys for decision-making purposes.

Responsible Use Guidelines

The "Student Responsible Use Guidelines for Technology" policy will be reviewed and updated at least annually and will address the following issues:

- Protection of the confidentiality of students, including following FERPA guidelines about the protection of identification of exceptional students
- Protection of intellectual property rights, licensing agreements, and legal/ethical standards for sharing of resources with other educational entities
- At all times be in compliance with CIPA by restricting Access by minors to inappropriate matter on the Internet. Unauthorized access, including so-called "hacking," and other unlawful activities by minors online, measures designed to restrict minors' access to materials harmful to minors
- At all times be in compliance with FERPA by avoiding unauthorized disclosure, use, and dissemination of personal information regarding minors

SECTION 5: USER SUPPORT

Information and Technology Services recognizes the importance of supporting the users of the CCDS network, devices, and applications. Our number one priority is to provide safe and reliable access to our employees and students. To that end, ITS staff supports end users in the following ways:

- Network security and monitoring, and support and maintenance, are provided by the Information and Technology Services Department.

- Users may access the Technology Information Guide for quick tips on how to fix the most common technology issues.

- Users may access online technology tip sheets for learning and managing technology resources via the OneClay Portal.

- Users may contact the Service Desk at 904-336-9600 between the hours of 6:30 am and 4:00 pm Monday - Friday in order to provide troubleshooting and support for CCDS devices, applications, and network issues.

- Users may submit an issue through our SchoolDude HelpDesk ticketing system to be addressed by ITS team members.

- ITS technicians are assigned to areas in order to equally support all schools.

- Career & Technical Education students with or pursuing industry certification will be trained to provide equipment repair and/or network troubleshooting. Other equipment repair remains the responsibility of Information and Technology Services.

As technology changes or needs are identified, new hardware and software are acquired as appropriate to maintain interoperability with existing and future systems. When necessary, upgrades of software and hardware are acquired to meet or exceed current technological standards.

Information and Technology Services regularly provides specifications and quotes for technology-related purchasing decisions. (See Appendix C)

SECTION 6: PROFESSIONAL LEARNING

There is a need for the District to increase the training efforts utilizing various methodologies to meet strategies for users of all levels, spanning from basic to high technical or specified. The following broad issues must be addressed:

SUPPORT AND LEADERSHIP

- Continue to improve communication, coordination, and collaboration
- Continue to centralize operations and coordinate funding
- Continue to standardize processes and procedures
- Continue to support ICT (Information and Communication Technology) training for educators to enhance instruction
- Continue to utilize data as basis for technology and curriculum decisions

LEARNING ENVIRONMENT

- Continue to increase access to digital tools
- Continue to enhance the integration of technology in curricula
- Continue to strengthen student ICT skills
- Continue to utilize technology to differentiate instruction
- Continue to maintain current programs, hardware, software, communication devices, and other technology for Career & Technical Education/Industry Certification

Professional learning in the modern era should be designed to function as an ongoing team approach focused on enhancing student performance. Team members should be those who impact student learning including parents, teachers, administrators, and any others who fall into this category. Professional learning should be thought of as continuous learning. It should facilitate participants with developing the skills, knowledge, practices, and dispositions they need to best help students continually perform at higher levels.

At the district level, varied data needed to help develop and implement effective professional learning will be gathered from stakeholders annually to determine interests, skills and ability levels. Tools such as professional development surveys, employee technology skills, pre- and post-assessments, and parent surveys will be used. Educators will continue to use student assessment data to evaluate their personal teaching practices and shape their individual training goals. In addition, training will be provided for parents to develop skills that will help them support classroom instruction. A main focus of the District will be to infuse technology into all aspects of professional development. Training at the district and school level on 1:OneClay Technology Resources, including accessing online applications through the OneClay Portal, including the G Suite for Education, online textbook resources, and blended learning applications will be strategic, so users will benefit as enhancements are made to its teaching, learning, and communication capabilities. In addition, there will be training for new technologies that promote integration of technology into everyday curriculum needs as they are developed and acquired. If training is needed to address certain aspects of a particular technology, it will be offered as well.

Levels of proficiency vary on a scale that ranges from basic to high for most of the District's technology users. Professional learning will be designed to incorporate strategies to help increase the skill levels of these users. Technology training will be in different forms, and may be either online on onsite. Traditional face-to-face classes will be held at the Teacher Training Center, the Teaching and Leadership Center, and the Professional Development Center. To minimize teacher time away from the classroom, online, self-paced learning will be available.

In order to sustain the learning gains of any professional learning, there must be key mechanisms in place. When appropriate, trainers will provide participants access to supportive training materials and resources. These resources will be curated in the OneClay Portal. In addition, district and school level training facilitators will continue to avail themselves to participants to provide ongoing coaching and support.

District and school-based cadres of technology experts will be formed as a means of support. In order to strengthen technology training, cadre members will participate in and facilitate technology training designed to enhance instruction.

SECTION 7: TECHNOLOGY PROGRAM EVALUATION

Evaluation of the effectiveness of how technologies are being utilized throughout the District, including how technology is integrated into the curriculum and are affecting student achievement is based on utilization statistics, staff attitudinal surveys, authentic assessment, and evaluation of student achievement data generated by the program being evaluated, or district pre- and post-student achievement data.

Based on these assessments, operational problems, or new developments, the District must sometimes change usage goals, selecting from abandonment of use, modifications in operation or use of certain technologies, or additions of new developments. The five-year District Technology Plan is evaluated annually.

APPENDIX A: CCDS BOARD POLICY

Clay County District Schools has developed policies in response to state and federal statutes and to give direction to the educational process in Clay District Schools. These policies are intended to protect the rights and well-being of our students and staff and are revised as needed to meet our mission to provide a quality education that prepares all children for a successful future.

CCDS School Board Policies

Section 7: Information and Technology Services

Student Responsible Use Guidelines

Technology is an integral part of the CCDS curriculum across subjects and grades in developmentally appropriate ways, and it is aligned to the competencies listed in the Florida Standards which include: seek knowledge and understanding; think critically and solve problems; listen, communicate and interact effectively; exhibit strong personal qualities; and engage and compete in a global environment.

Student Technology Agreement

I understand that using digital devices (whether personal or school owned) and the CCDS network is a privilege, and when I use them according to the Responsible Use Guidelines I will keep that privilege.

I understand that I have no right to privacy when using the CCDS network.

All students of Clay County District Schools agree to follow the Clay County District Schools Code of Student Conduct, school rules, and commit to the following Responsible Use Guidelines:

I will:

- use digital devices, networks, email, and software in school for educational purposes.
- keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
- show respect for myself and others when using technology, including social media.
- give acknowledgement to others for their ideas and work.
- report inappropriate use of technology immediately.

The **Responsible Use Guidelines** will be reviewed each school year together with students and teachers and will provide a springboard for teaching and learning around topics such as Internet safety, digital citizenship, ethical, and appropriate use of technology.

Student Electronic Device Agreement

Please read the following carefully before electronically signing this document. This is a legally binding contract and must be signed by the student ("Student") and a Parent or Legal Guardian ("Parent/Guardian") before a Chromebook (hereafter "Electronic Device") is assigned to you.

PURPOSE

The primary purpose of Clay County District School's provision of access to electronic devices, network resources, and computer support services is to facilitate education and research consistent with the educational objectives of Clay County District Schools ("CCDS").

This Agreement must be signed by both the Student and the Parent/Guardian and is binding upon both parties.

TERMS AND CONDITIONS

Term and Termination: This Agreement shall commence on the issue date and shall terminate at the end of the school year the agreement is signed.

Student and Parent/Guardian's Obligations
Student and their Parent/Guardian agrees to:
- Use, maintain, and keep the Electronic Device in good operating order, at their own expense, in the manner for which it was designed and intended
- Not allow or make any alterations or additions to the Electronic Device without the prior written consent of CCDS
- Return the Electronic Device to CCDS in the same condition as received on the beginning date of the Agreement, minus reasonable wear and tear
- Use the Electronic Device in ways that are not disruptive, offensive, harmful, or otherwise improper or against the acceptable use policies of CCDS
- Provide CCDS with written notice to any change in address or telephone number during the term of this Agreement

Issuing Electronic Devices
If you have an objection to your student using CCDS electronic devices, you must notify the school of your objection, in writing, within 48 hours of your receipt of this information.

Return of Electronic Device
Students are required to return the Electronic Device to the assigned school administrative office upon:
- Graduation OR
- Transfer from CCDS School OR
- Temporary or permanent discontinuance of schooling OR
- Last Day of School OR
- Termination of this Agreement for Failure to Comply

Student and Parent/Guardian acknowledge that failure to return the property after notice of termination constitutes theft

Failure to Comply
Failure to comply with any of the terms of this Agreement may result in the imposition of fines (for repair or replacement of the device), termination of the Student's ability to participate in this Program, and/or the imposition of appropriate civil or criminal penalties against Student and/or Parent/Guardian.

Criminal or Civil Liability
Student and Parent/Guardian acknowledge that they are subject to criminal prosecution or civil liability for the destruction or misuse of the device. A theft report will be filed with the local Law Enforcement if a device is reported as stolen and Student and Parent/Guardian would still be financially responsible for the Electronic Device.

Ownership of Electronic Device

The Electronic Device is, and shall remain, the property of CCDSB. Student and Parent/Guardian shall have no right, title, or interest herein or thereto except as expressly set forth in this Agreement.

Student and Parent/Guardian shall not assign or rights or obligations under this Agreement or enter into any sublease of all or any part of the Electronic Device.

Warranty
Student is being issued the device acknowledges that the device is being presented "as is" without warranty, other than any warranty provided by the manufacturer of the Electronic Device.

Lost or Damaged Electronic Device
Should the Student damage or lose the Electronic Device, the Student and Parent/Guardian will be responsible for paying all outstanding lease payments for the entire term of this Agreement or repair cost, as applicable.

Right to Audit
As permitted by law, CCDS reserves and intends to exercise the right to review, audit, intercept, access, and search the Electronic Device at will, monitor data usage and messages on the Electronic Device at any time for any reason, without notice or other restrictions.

Computer Resource Use Policies
All users of CCDS devices and network resources are required to comply with the following:

- Files, user ID's, passwords, and computer output belonging to an individual or to CCDS are considered to be personal property, but may be subject to audit by CCDS.

- Users shall not examine, change, or use CCDS or another person's files, output, or usernames for which they do not have explicit authorization.

- Users shall not deliberately attempt to degrade system performance or capability. Knowledge of systems or special passwords shall not be used to damage a system or file, or to change or remove information without authorization.

- Users shall not use the system for any illegal purpose or to enter or send any material that is obscene, pornographic, or defamatory, or material that is intended to annoy, harass, or alarm another person.

- All users shall use software only in accordance with applicable license agreements. Users shall not make unauthorized copies of any software under any circumstances. Duplication of licensed software for any purpose except for backup and archival purposes or when otherwise specifically authorized is prohibited. Users shall not give or transfer software to anyone except other authorized users of the CCDS network or device without specific approval from the CCDS. All software must be lawfully purchased or acquired.

- Use of computer systems and databases shall be limited to the purpose(s) for which access is granted. Unless such use is specifically granted, use of CCDS digital resources for

personal or private use for-profit, is prohibited.

- Students are authorized to use electronic devices and network services for incidental personal use, provided such use does not interfere with the educational objectives of CCDS or overload network resources, thereby denying it to others.

- Repeated minor infractions of the Student Responsible Use Guidelines or violations of a serious nature may result in the temporary or permanent loss of network access and/or Electronic Device use. More serious violations that may result in permanent loss of network access and/or Electronic Device use include, but are not limited to, extending computing resources to unauthorized users, attempts to steal passwords or data, unauthorized use or copying of licensed software, unauthorized attachment of personal computers to the CCDS network, unauthorized use of another's account, or overloading network resources thereby denying it to others. No payments made for the Electronic Device will be refunded if network access and/or Electronic Device use is denied due to violations or infractions of any CCDS or computer use policies, whether or not such infractions are mentioned in this Agreement.

- Filtering will be provided by CCDS for school and off-site use. This filtering is a best effort to ensure that inappropriate material is not accessed by students whether in school or off site. No filtering solution is perfect, and this service is being provided free of any warranty.

Employee Responsible Use Guidelines

Technology is an integral part of the CCDS curriculum across subjects and grades in developmentally appropriate ways, and it is aligned to the competencies listed in the Florida Standards which include: seek knowledge and understanding; think critically and solve problems; listen, communicate and interact effectively; exhibit strong personal qualities; and engage and compete in a global environment.

Employee Technology Agreement

I understand that using digital devices (whether personal or school owned) and the CCDS network is a privilege, and when I use them according to the Responsible Use Guidelines I will keep that privilege.

I understand that I have no right to privacy when using the CCDS network.

All employees of Clay County District Schools agree to follow the Clay County District Schools Employee Handbook and commit to the following Responsible Use Guidelines:

I will:

- use digital devices, networks, email, and software in school for educational purposes and activities.
- keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
- show respect for myself and others when using technology, including social media.
- give acknowledgement to others for their ideas and work.
- report inappropriate use of technology immediately.

The **Responsible Use Guidelines** will be reviewed each school year with employees and will provide a springboard for discussion around topics such as Internet safety, digital citizenship, ethical, and appropriate use of technology.

Student Social Media Guidelines

In accordance with the Clay County District Schools' Student Code of Conduct, the District expects students to set and maintain high ethical standards in their use of social networking. Personal use of social media may have an effect at school. While at times it is easy to tell whether social media use is school-related or personal, at other times it may be difficult to distinguish fully between different uses. Sometimes, personal social media use, including off-hours use, may result in disruption at school and the school may need to get involved. This could include disciplinary action such as a parent conference or suspension. It is important to remember that infractions outlined in the CCDS Student Code of Conduct prohibiting certain types of communication also apply to electronic communication. To be safe, be in control of what you do online, even if it is during personal time.

Student Guidelines

- Think before you post. Clay County District Schools recommends that students use discretion when posting to social media sites at all times and requires that students follow the CCDS Student Code of Conduct when on school district property.
- If you see anything of concern on a fellow student's social networking page or account, you should promptly contact your school based administration, your teacher, or other school staff.
- Be thoughtful about what you share online and consider how it would appear to family, friends, colleges, and future employers. Do not post or link anything (photos, videos, web pages, audio files, forums, groups, fan pages, etc.) to your social networking site(s) that you wouldn't want anyone to access. Social media venues are public and information can be shared beyond your control.
- When responding to others, remember to be respectful and avoid comments that may be hurtful. You should refrain from using profane, obscene, or threatening language.
- Use of school or District logos or images on your personal social networking sites is prohibited. Clay County District Schools reserves the right to request school-related images or content posted without permission to be removed from the internet. If you wish to promote a specific activity or event, you may do so only by means of a link to school or District official social media accounts.
- You should always take responsibility for what you post. Do not misrepresent yourself by using someone else's identity.
- Only accept invitations to share information from people you know. Utilize privacy settings to control access to your network, web pages, profile, posts, blogs, wikis, podcasts, digital media, forums, groups, fan pages, etc.
- Online stalkers and identity thieves are a real threat. Never share personal information, including, but not limited to: Social Security numbers, phone numbers, addresses, exact birth dates, and pictures with parties you don't know or on unsecure sites.
- Users should keep their passwords secure and never share passwords with others. If someone tampers with your blog, email, or social networking account without you knowing about it, you could be held accountable.
- Cyberbullying is considered an act of harassment.

Employee Social Media Guidelines

In accordance with the Clay County District Schools' Employee Handbook, the District expects employees to set and maintain high ethical standards in their use of social networking. Personal use of social media may have an effect at work. While at times it is easy to tell whether social media use is personal or professional, at other times it may be difficult to distinguish fully between different uses. Sometimes, personal social media use, including off-hours use, may result in disruption at work and the District may need to get involved. This could include disciplinary action. It is important to remember that infractions outlined in the CCDS Employee Handbook prohibiting certain types of communication also apply to electronic communication. To be safe, be in control of what you do online, even if it is during personal time.

Employee Guidelines

- Think before you post. Clay County District Schools asks employees to use discretion when posting to social media sites and to follow the CCDS Employee Handbook. Employees should conduct themselves online as they would at work.
- When using a social media site, an CCDS employee is strongly discouraged from including current, minor students as "friends," "followers," or any other similar terminology used by various sites. Employees are also required to follow all applicable privacy laws when referencing students or posting photos and video of students on private or CCDS affiliated social media accounts. Though it may seem appropriate to celebrate or publicly recognize student successes, posting identifying information or media is prohibited.
- If you see anything of concern on a student's or fellow employee's social networking page or account, you should promptly contact your immediate supervisor.
- Use of school or District logos or images on your personal social networking sites is prohibited. Clay County District Schools reserves the right to request school-related images or content posted without permission to be removed from the internet. If you wish to promote a specific activity or event, you may do so only by means of a link to school or District official social media accounts.
- Be thoughtful about what you share online and consider how it would appear to family, friends, colleagues, and the school community. Do not post or link anything (photos, videos, web pages, audio files, forums, groups, fan pages, etc.) to your social networking site(s) that you wouldn't want anyone to access. Social media venues are public and information can be shared beyond your control. What you present on social networking forums represents you forever.
- When responding to others, remember to be respectful and avoid comments that may be hurtful. Do not use profane, obscene, or threatening language. Employees should always take responsibility for what they post. Do not misrepresent yourself by using someone else's identity.
- Only accept invitations to share information from people you know. Utilize privacy settings to control access to your network, web pages, profile, posts, blogs, wikis, podcasts, digital media, forums, groups, fan pages, etc.
- Online stalkers and identity thieves are a real threat. Never share personal information, including, but not limited to: Social Security numbers, phone numbers, addresses, exact birth dates, and pictures with parties you don't know or on unsecure sites. Users should keep their passwords secure and never share passwords with others. If someone tampers

with your blog, email, or social networking account without you knowing about it, you could be held accountable.
- Postings regarding critical or confidential school and/or district related events are prohibited without approval from administration.
- In the event of an emergency or critical event, staff use of personal devices such as cell phones and social media may be restricted or directed by school or district administration.
  - Procedures are in place to help maintain the safety and security of students and staff within the school environment.
  - Failure to follow these procedures may result in severe consequences such as termination and/or criminal charges.
  - Employees will be instructed on appropriate usage and message content, including but not limited to text messages, voice calls, social media posts, etc.

Social Media Guidelines for All Clay County District Schools Accounts

Clay County District Schools (CCDS) understands the benefit of social media to our community. Facebook, Twitter, and Instagram can serve as great communication avenues between the District and our community, but with additional reach comes more responsibility. These Social Media Guidelines apply to any social media account that's main purpose is to promote a CCDS classroom, club, activity, sport, program, department, school, or employee and/or is created using a CCDS email account.

We require that all CCDS social media managers abide by the following guidelines in their use of social media accounts that represent Clay County District Schools.

Guidelines for District Social Media Accounts:
https://docs.google.com/document/d/1qhwkfn7f7Vid_U3KCjSrj1ml2wdQ30suqoVZMaWkEIY/edit

APPENDIX C: CCDS STANDARD TECHNOLOGY

CCDS Standard Technology Quotes

CCDS Information and Technology Services provides a list of hardware that meets or exceeds current District standards for use by employees and students. A list of hardware and current quotes are available to all employees in the OneClay Portal.

[CCDS Standard Technology Quotes](#)

District Hardware Purchases

All technology-based hardware purchased by the District will meet or exceed the current district standard found in the District Technology Standard Hardware and Pricing. Exceptions must be approved in writing by the Information and Technology Services Department.

Computer Hardware Purchased for District Use by Other Organizations

All computer hardware purchased for the District using SAC, PTO, or any other internal funds will meet or exceed the current District standard.

Crowdfunded Technology

Clay County District Schools wants to support teachers and schools in expanding their access to technology resources by participating in crowdfunding projects and grants. There are a few things to keep in mind to ensure that the technology you request is in compliance with Clay County District Schools Technology Policies and Procedures to ensure the digital security of our students and staff.

Chromebooks are the only device approved for student use in classrooms for purchase through crowdfunding and grants. iPads, Kindles, etc. are not part of the CCDS Technology program and will not be supported or allowed on the CCDS network due to security and support concerns. Our main focus is to ensure the safety of our student's data and privacy while online.

[Steps for Ordering Technology through Crowdfunding](#)

Donated Computer Hardware

The District is very appreciative of all donations. So that the most effective use of donated equipment occurs, computer or printer equipment donated to the District must meet or exceed the current District standards.

APPENDIX D: FLDOE TECHNOLOGY GUIDELINES

Clay County District Schools strives to comply with all Florida Department of Education requirements as outlined below:

The Florida Department of Education through its [Bureau of Educational Technology](#) works with districts and schools to help students access digital technology and to assist teachers with incorporating technology into the classroom. Technology integration in education promotes seamless use of digital tools in a specific discipline with the objective of promoting higher-order thinking skills. The following programs and tools help Florida's school districts reach the goal of improving digital education and technology integration.

FLDOE Bureau of Educational Technology:
http://www.fldoe.org/about-us/division-of-technology-info-services/educational-technology/