FLORIDA DEPARTMENT OF EDUCATION
DISTRICT TECHNOLOGY PLAN SUBMISSION

Please forward technology planning materials to: Florida Department of Education Office of Instructional Technology 325 West Gaines Street, Suite 424 Tallahassee, Florida 32399-0400 Telephone: (850) 245-9868 Suncom: 205-9868	**District Technology Plan Internet Address/URL (if available):** http://www.clayschools.net/webapps/portal/frameset.jsp?tab=community&url=%2Fbin%2Fcommon%2Fcourse.pl%3Fcourse_id%3D_220_1 **OFFICE OF INSTRUCTIONAL TECHNOLOGY** http://www.fldoe.org/bii/instruct_tech/	**OFFICE OF INSTRUCTIONAL TECHNOLOGY USE** Date Received:
Name and Address of School District: **School District of Clay County** 900 Walnut St. Green Cove Springs, FL 32043		**PLAN SUBMISSION NOTES** District technology plans submitted to the Office of Instructional Technology will be used to verify content expectations associated with participation in the Federal Title II-D Enhancing Education Through Technology Grant Program.

Technology Plan Contact Information

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TECHNOLOGY PLAN AUTHORIZATION

I, _____, (*Please Type Name)* do hereby certify that this document accurately represents the current status of technology planning in the district. All records necessary to substantiate facts, figures, or representations made in this plan will be available for review by appropriate state and federal staff.

Formal governing body approval has been provided for this planning document: ☐   Approval date: _____

This planning document is being submitted pending formal governing body approval: ☐

E) _____
   Signature of Agency Head

School District of Clay County
Educational Technology Plan

July 2008
For July 1, 2008 to June 30, 2011

1. MISSION AND VISION
1.1
The School District of Clay County will integrate the use of educational technology in the curriculum, correlated to Sunshine State Standards, for all students to achieve successful academic outcomes and prepare students as twenty-first century citizens and employees.

The District is committed to the development of technology and information literate students and staff to be accomplished by:

- Identifying and developing appropriate methods and strategies to measure and monitor student and staff progress toward achievement of technology proficiency and information literacy standards.
- Identifying technology integration needs and equipment needs in school improvement plans.
- Identifying equipment and infrastructure needs through evaluations and surveys.
- Increasing access to technology, including assistive technologies, throughout all areas of the curriculum.
- Maintaining and enhancing services to promote effective integration of technology into the curriculum.
- Continuing an intensive training program for all staff to promote professional growth and an understanding of how to use technology to increase student achievement.

2. GENERAL INTRODUCTION/BACKGROUND

2.1

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. Johns County to the east, and Palatka and Gainesville to the south. Orange Park, Middleburg, Green Cove Springs, Penney Farms and Keystone Heights are the towns that comprise the county. The location of Keystone Heights presents unique challenges to the District's infrastructure requirements.

Clay County has one of the lowest poverty levels in the state, but is one of the fastest growing counties in the state. The school district is faced with building one to two new schools each year. However, there is much inequity among areas of the county creating a "have/have not" environment in regard to technology access outside the school and internal funding and community support within certain schools.

2.2

The District Technology Plan is guided by a District Strategic Plan and is composed by a District Technology Committee comprised of teachers, administrators, non-instructional staff, and lay members. The District has developed a three year plan that addresses both current and future needs. The technology component of the strategic plan addresses technology integration, infrastructure, and personnel. The 2008-2009 school year is year one of the District Technology Plan covering 3 years. The plan is reviewed annually by the District Technology Committee and revised if needs change. Local and state universities, library and state education consortiums, and the Clay County Educational Foundation were among the community and business partnerships that served in the planning process and will continue to assist in the execution of the plan.

The committee included representatives of all curriculum areas including the ESOL, ESE, Drop-Out Prevention, and Career Education programs. Also included was the district's Adult and Community Education Department which coordinates with the Clay County Adult Literacy Council.

3. NEEDS ASSESSMENT/GOALS

3.1

Each year, the district and schools participate in the Florida Innovates state technology survey (formerly STaR). The 07-08 survey indicated that Clay County, on the average, meets statewide school averages in all areas of the survey. However, the survey indicates there are needs in many areas, including:

- Only 40% of elementary teachers, 25% of middle school teachers, and 50% of high school teachers report technology is effectively and fully integrated.
- Only 5% of the schools report that the teacher creates a learning environment that infuses the power of technology tools throughout the day and across subject areas.

Review of hardware at the schools and school surveys indicate the following issues.
- Other than labs and media centers, the majority of students and teachers are limited in access to one shared computer per classroom
- Only a small percentage of classrooms have multimedia projectors or equipment for designation as Twenty-first Century Classrooms
- While there is adequate funding for staff development and maintenance of software, schools have little funding for additions of technology equipment or programs
- There is projected a significant short fall in the funding for hardware reaching end of life over the next 5 years at present levels.

3.2

The District Technology Plan is intended to identify needs to support emerging standards in relation to advanced telecommunications, technology infrastructure, equipment, assistive technology, programming, software, technical support, and training.

The district goal is to provide all classrooms with access to the Internet through the district network. Each school is supported with a 10 Mbps or better connection to the district office where Internet traffic is combined over a 145 Mbps or better shared Internet connection.   All sites have current and equitable telecommunications

infrastructure and all schools have phones in most classrooms. To provide efficiency, school safety, and flexibility, many schools and staff members utilize cellular phones, most with direct connect capability.

Most sites have lines and switches with 100 MB to every desktop. A few schools with older networks still have 10 MB links over fiber with 10 mbps in portable classrooms. All schools have current servers. Video wiring is an issue in older schools and the issue of cable/video over twisted pair must be reviewed as an alternative; however, the District has added streaming video content for classroom use, reducing the demand for video wiring.

Wireless network access will begin in the Media centers and proceed where appropriate to computer labs and classrooms.

Online testing for students was piloted during summer 2007 and will continue to be implemented as directed by the state. There are significant barriers to online testing based on the minimum system requirements and the required bandwidth specified by the State.

The District employs the use of carts equipped with wireless communications and up to 16 laptop computers for mobile deployment where needed.

Administrative offices and many classrooms have direct connections to a student, human resources, and finance database system. All employees have access to email.

School Food Services is updating the computerized accounting system for point-of-sale functions, inventory, and other such functions. The school media centers are serviced by a district union database that provides 24/7 collection searches to teachers, students, and parents through a web interface.

A textbook management program has been implemented during 2008-2009.

Training is ongoing and offerings are determined via a yearly district staff development survey. Workshops are available in all areas of technology that impact education: hardware operations and troubleshooting, software utilization and integration, multimedia use and production, productivity tools, and textbook specific programs. Each secondary school and a few elementary schools staff a full-time technology/network specialist who assists with professional development at the school level. Most elementary schools have a supplemented position for a technology coach

who also assists with professional development. Technology specific training is provided for these employees to maintain functionality of hardware and equipment.

District Technology Integration Specialists demonstrate best practices and distance learning opportunities for teachers at the school sites and at the teacher training center. In addition, staff members participate in trainings offered through the Northeast Florida Educational Consortium (NEFEC), the Northeast Florida Library Network Consortium (NEFLIN), the Shultz Center, outside consultants and vendors, and district faculty and staff

Some identified needs are:

- Proper equipment/hardware in most classrooms for teachers to effectively integrate technology into the classroom.
- Adaptive technology in each school media center
- Software supportive of the district reading plan
- Implementation of textbook software
- School-based bi-weekly or monthly trainings
- Better communication about the District Technology Plan, widely used software listing and district loaded software
- Interactive work order system
- Additional bandwidth in the local and Wide Area Networks. Metro-E was implemented during 2006-2007 for additional bandwidth at the school sites.
- Upgrade/replace existing switches with Gigabit capable switches to support additional users and needs for greater bandwidth.
- Increase Metro-E circuits to support a changing demand for increased bandwidth.
- Develop a strategy and implement the strategy to optimize the district's voice and data communication. Such strategy to leverage Cisco inter-operability to other systems and functions.
- Develop a strategy to reduce labor and increase service associated with the significant movement of portable classrooms during summer and at start of school. (Wireless Local Area Networks covering the portable areas.)
- Provide for the pro-active replacement of routers and switches that may be reaching end of life.
- Distance learning opportunities beyond Florida Virtual School and Florida Connections Academy, especially for hospital homebound students.

The District Technology Goals must address many of these areas.

Short term goals (Order suggests priority) include:

- Developing strategic plans for purchase and installation of new phone systems for new schools
- Developing and implementing phone system upgrades at District Office, Middleburg Complex, and Orange Park High school.
- Implement a funding strategy for:
  - New Portables
  - Movement of existing Portables
  - Rebuilt Portables
  - New wings to existing schools
  - New School Technology Packages
  - Replacement or Addition of technology components – see addendum
    - Projectors
    - Sound Systems
    - Document Cameras
    - PCs or laptops
    - Phone Systems
    - Servers
    - Cache Engines
    - Wireless Access Points/Antennas
- Adding the Technology components, including software purchases, into all District Facilities Plans at the same degree of specificity as is provided for buildings.
- Developing a process to define what software is to be installed in labs to facilitate installation and resource planning.
- Ensure access to technology for each textbook program.
- Provide equitable and effective access to technology resources.
- Improving educator, leadership, and student use of technology.
- Improving technology/telecommunications infrastructure, support and services.
- Staff a full-time district webmaster.
- Continue community involvement.
- Develop classroom technology specifications with long term support, replenishment cost and projected funding.

Long term goals (Order suggests priority) include:

- Maintaining and enhancing essential services required to promote effective implementation of technology initiatives and programs.
- Continuing the necessary training for all teachers and staff to incorporate technology into the curriculum.
- Fully integrating technology in the curriculum
- Implementing and evaluating educator, leader, and student skills based on technology standards for educators, leaders, and students.
- Utilizing, maintaining and enhancing distance learning infrastructure and opportunities for students and staff.
- 3 computers per classroom in Elementary Schools.
- Retrofitting existing schools with same levels of service as new schools.
- Staffing a full-time technology support person at each school, in addition to the instructional technology specialist.

4. FUNDING PLAN
4.1, 4.2

The School District of Clay County supports district-wide technology needs with numerous funding 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
  - Salary/Stipends
  - Software Licensing/Maintenance
  - Equipment
  - Computer Hardware
  - Other Purchased Services

- County 1/10 of 1% Sales Tax - Recurring
  - Salaries
  - Maintenance for Infrastructure
  - Computer Hardware

- State Instructional Materials Funds – Recurring If State Appropriated
  - Software

- State Library Media Funds – Recurring If State Appropriated
  - Online Databases

- Title II, Part A - Recurring
  - Subs
  - Computer Hardware for Training
  - Conferences
  - Other Purchased Services

- Title II, Part D - Recurring
  - Stipends
  - Subs
  - Travel/Conferences
  - Audio, video, and web communications fees

- Title V – Non-Recurring
  - Online Databases
  - Equipment
  - Software

- Teacher Training Funds –Identified by District from FEFP
  - Subs
  - Conferences
  - Consultants

- o District Trainers

- ▪ Capital Outlay (Part III)
  - o Technology for New School and Building Additions

- ▪ District Strategic Planning – Non-Recurring
  - o Software Licensing
  - o Computer Hardware
  - o Personnel

- ▪ E-Rate – Recurring If Federally Appropriated
  - o Telecommunications

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.

A financial model for years covered in this technology plan is also included as an addendum. A funding chart for 08-09 follows.

4.3

The District has identified funds from FEFP to continue former state allocated categorical funds, Public School Technology Funds, to support school use of educational technology. Each school receives an allocation of the funds based on unweighted FTE. The District purchases computers, printers, software, and infrastructure for any new classrooms. Maintenance agreements for software used at the school sites are also purchased by the District using funds identified on a yearly basis. *See attached Technology Funding sheet.*

5. TECHNOLOGY ACQUISITION PLAN

5.1

Based on identified school needs, the District provides support to individual schools for the purchase of appropriate educational resources necessary to deliver technology-based instructional programs.

All schools have network connections available in classrooms, offices, and media centers. All schools have a closed-circuit television system or media retrieval to deliver educational programming, although wiring in older schools has been identified as an issue. All secondary schools except Oakleaf School have Dish Network satellite access to provide professional development and educational programming from the Florida Distance Learning Network. With the exception of four outlying schools, all sites also receive educational programming from the District via an educational access channel.

Videoconferencing is available at the county office Professional Development Center, Keystone Heights High School, Middleburg High School and Fleming Island High School. Units are also available at Charles E. Bennett Elementary and the Teacher Training Center at FIH.

5.2

Visions software may be purchased by individual schools. Textbook software will be implemented as district-wide adoptions are finalized.

5.3

Software acquisition for 08-09 will be limited due to budget constraints. The district will maintain licensing to meet growth and maintenance needs.

5.4

The district continues to support school level software acquisition and technology-based materials to support Sunshine State Standards. At the recommendation or request for purchasing, a review committee evaluates the software or materials and technical specifications for successful implementation and makes a recommendation to seek funding or proceed with purchase and implementation, if approved.

Maintenance agreements are paid by the district for all district-wide software.

5.5

Technical guidance to support technology purchasing decisions is provided through Information Services and Instructional Support Services. Information is regularly provided to administrators during bi-monthly curriculum meetings, monthly Principals meetings, and via email. A summer leadership workshop will be conducted during the summer of 2008. Information is provided to teachers by the administrator, school technology person, or district curriculum specialists. Blackboard will be used as a communications tool to provide reference materials relating to technical guidance.

6. ACCESS

6.1

All district locations have the infrastructure to provide equitable access to telecommunications and other technologies. The infrastructure design and resources are reviewed annually to identify upgrade or maintenance needs.

A minimum configuration for technology has been established by the District Technology Committee and a financial model to achieve implementation has been developed. (See addendum)

The ESE department has been designated to acquire assistive technologies as needed. A yearly inventory of district assistive technology resources is published to identify where the resources exist. The department is currently piloting a distance learning/hospital homebound project through a video, audio, and web conferencing system.

As new textbooks have been adopted, teachers have been trained to integrate technology components as appropriate to support Sunshine State Standards. A Learning Village for teachers, students, and parents, C.L.I.P, or Curriculum, Lessons, and Instructional Materials Portal provides curriculum, lesson plans, instructional materials resources and other resources. Parent and student access to resources will begin in 2008-2009.

Some services available to students and staff are Sunlink, United Streaming, an educational access channel, Florida Knowledge Network, educational television, videoconferencing, online encyclopedia and databases, FCAT Explorer, and Destiny online district union library database and textbook manager, video, audio, and web conferencing, and Blackboard.. Many of these programs will also provide parent access during 2008-2009.

Technology integration specialists work with individual teachers, administrators, and other curriculum specialists to infuse technology as part of the best teaching practices and assure teachers and students have access to and knowledge about curriculum resources.

6.2

School Board policy establishes terms and conditions for use of district telecommunications and networks. An acceptable use policy is reviewed annually and is published in student and employee handbooks.

Electronic network facilities; i.e., computers, electronic mail, conferences, bulletin boards, data bases, and access to the Internet, referred to as "the network", are required to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the School District of Clay County. Information retrieval from the network is deemed in the same manner as information retrieval from reference materials. Use is to be made of resources, with guidance from faculty and staff that will enhance the learning environment. At the school, student access to, and use of, the network is under teacher direction and monitored by a School Board employee as any other classroom activity. Web filtering tools that screen incoming text and graphics are utilized to restrict user access to material that is consistent with the standards of selection of materials specified in Florida Statutes and with the educational mission, goals, and policies of the School District.

Network users are required to adhere to strict guidelines known as, "Terms and Conditions for Use of Telecommunications and Networks", that have been developed by the district committee and documented in the Procedures Manual for Instructional Technology. If a district user unacceptably violates any of these provisions, future access to the network may be denied. In addition, serious violations may result in disciplinary action or legal action in accordance with Clay County policies. The School District of Clay County is subject to Florida Statutes regarding public information access.   *(See addendum)*

A District Technology Procedures subcommittee is revising the *Procedures Manual for Instructional Technology Services* to provide better communications of procedures for all employees. In response to parents, the District email policy was modified in 07-08 to allow a broader range of external communication. With advice from counsel that explicit training will be necessary, the District contracted training and services from an outside

consultant during 07-08 and has developed a Blackboard site to train teachers concerning liabilities and acceptable use.

6.3

Clay County School Board uses content filtering hardware and software, firewalls, anti-spam, and spyware solutions to protect the network and users. These solutions provide protection necessary to comply with the Children's Internet Protection Act (CIPA).

Filtering software applies to all computers installed in the Clay County School District. This software is installed centrally and filters all access to the internet.   The content filtering system is capable of generating reports identifying inappropriate access attempts.

Anti-virus and spyware defense software is installed on all computers in the school district.

7. USER SUPPORT PLAN

Network security and monitoring, and support and maintenance, are provided by Information Services. All new computers are purchased with a 3-year warranty, after which time Information Services evaluates hardware and makes repairs when appropriate. Software maintenance for district-wide applications is provided by the district.

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/or hardware are acquired to meet or exceed the upward migration of emerging technological standards.

Information Services regularly provides specifications and quotes for technology-related purchasing decisions. Each purchase order for hardware or software is approved by Information Services to insure proper technical guidelines and operability factors.

First level support at the school level is provided by the Instructional Technology/Network Specialists or Technology Support assistant. When second level support is required, the specialist or support assistant contacts the Information Services Help Desk and a work order for Information Services support staff is entered. Information Services staffs technicians who are available when additional network support and trouble-shooting, equipment maintenance, and other technical support is

needed. Upon review of the problem, a technician may make a recommendation for equipment replacement.

8. PROFESSIONAL DEVELOPMENT PLAN

8.1

Professional Development is a high priority in Clay County. Training needs are determined through an annual professional development survey completed by all employees and the teacher inventory of technology skills. Technology is always one of the most requested areas for professional development.

Based on the survey and inventory, as well as new technologies and textbook adoptions, a schedule of training is developed for small and large groups at the school and district level. District Technology Integration Specialists are also available to provide training at the school site for those unable to attend scheduled trainings. In addition, all district curriculum specialists are encouraged to attend all trainings and integrate technology skills with teacher best practices demonstrations.

A district goal is to continue educating all staff on use of district-wide email, the electronic staff development system, FCAT/AIP/IEP STAR programs, policies and timelines to support web page construction for schools, teachers, and students, district-wide applications, data analysis, and instructional applications.   Most trainings are held at the District Teacher Training Center that houses meeting space and two computer labs, or in a computer lab at the school site. It has become important that each training specify the level of competency for participants to avoid wasted training time for participants without the knowledge base necessary for effective participation.

Funding for substitutes, stipends, trainers, and other training expenses is provided by the District utilizing Title II, Part A or Teacher Training funds. To minimize teacher time away from the classroom, the district utilizes distance learning capabilities via videoconferencing, video, audio, or web conferencing, satellite delivery, BlackBoard, or the educational access channel whenever possible.

There is a documented problem providing adequate training time for teachers and staff, which does not impact student contact time. Another issue for the District is that the quantity of new staff members is growing by hundreds each year. Training modules can be found at www.clay.k12.fl.us/ttc and additional Blackboard courses are being developed and offered to staff.

Training for technology specialists and coaches is critical for them to be the main technology trainer for the school.

8.2
A training calendar is maintained at http://claycounty.hosted.webevent.com/cgi-bin/webevent.cgi and teachers may search or register for trainings via the staff development management system at www.my-points.org.

Other sources of ongoing training that are utilized and available to teachers and administrators include:

- Florida Digital Educators
- Northeast Florida Library Network (NEFLIN)
- Astronauts Memorial Foundation
- Shultz Center
- NEFEC
- Office of Educational Technology
- Panhandle Educational Consortium
- Textbook publisher consultants
- Online database consultants
- Sunlink
- Vendors
- Florida Educational Technology Conference (FETC)

9. PROGRAM EVALUATION
9.1
Evaluation of the effectiveness of how technologies are being integrated into the curriculum and are affecting student achievement is based on utilization statistics, teacher attitudinal surveys, authentic assessment, and evaluation of student achievement data generated by the program being evaluated or district pre and post student achievement data.

9.2
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 three year District Technology Plan is evaluated yearly and decisions for change are made with input from Information Services, administrators, curriculum specialists and classroom teachers.

10. E-RATE PROGRAM PLANNING

10.1
Goals & Strategy

The District will provide Internet connectivity to all schools for distance learning opportunities, and provides sufficient bandwidth for this connectivity.

The District will investigate and implement appropriate technologies to provide for the updating and deployment of software applications. Due to the significant size of deployable software high speed local network and wide area networks are required.

To promote communication and safety, telephone access will be available at all sites.

Strategies include:

- Continuing to provide Internet service to all schools, district offices, and annex sites.
- Providing additional telephone connections as needed.
- Provide cost effective enhanced communications for voice.
- Increase bandwidth as needed.
- Provide cost efficient mobile voice communications.

10.2
Professional Development

The School District of Clay County provides a wide range of professional development activities to ensure that all staff and students know how to use the District's Internet connection. Telephone etiquette and operating procedure classes are offered several times a year. The Professional Development Plan referenced in Section 8 details the technology training provided. Training is held throughout the year at all sites in the district. Each school has either a full-time or a supplemented technology coach/network specialist to offer additional training. District Technology Integration Specialists and Curriculum Specialists are available upon request.

10.3

Assessment of Needs

As the district continues to grow, adding one or two schools and up to 110 additional classrooms per year, its needs increase.   The district continually needs to increase telecommunication services. All existing instructional areas have Internet connections and telephone access. We see an approximate 7% increase in needed services annually. As streaming video usage in the classroom increases it is possible that the need for additional internet bandwidth may increase exponentially.

Each of the following services may be applied for through E-rate:

10.3.1

Services – Telecommunications   470   One District Application

(AT&T)
Telecom and Centrex, and Long Distance Services for the Entire District
- Flat Rate business lines: 22 circuits
- T1 Point-to-Point Voice/Data: 2 existing lines
- Central office Trunk line
- Centrex/Verizon phone lines, plus 500 lines
- 800 Service: 3 lines

(AT&T)
- Long distance service for district

(Nextel/Sprint)
- Cellular telephone service for district and schools.

10.3.2

Primary Rate Interface (PRI)   470   One District Application

(AT&T)
Telecom PRI Services for select locations
- PRI-ISDN T1's for Keystone Heights High, Middleburg High, Orange Park High, Fleming Island High, and Clay High, Ridgeview High, Oak Leaf School(s) plus 3 new circuits over the next 3 years.

10.3.3
Metro-E High Speed Connection   470   One District Application

(AT&T)
High Speed Internet Connections
- 10 Mbps data circuits to 31 school sites
- 20 Mbps data circuits to 7 school sites.
- 50 Mbps Network to Network Interconnect (NNI) for 3 schools near Keystone Heights.
- 250 Mbps burstable to 1 Gbps from the district office to the Internet

10.3.4
CISCO Active Electronics (ERate)   470   One District Application

(Coleman Technologies) – These are Internal Connections identified as Priority 2
- IP Telephone Systems and Voice Mail, for five locations
- Wireless Local Area Networking for Portables and labs
- Replacement of aging routers and switches

10.4
Budget
The School District of Clay County provides a sufficient budget to acquire and support the non-discounted elements requested in the E-Rate application. Approximately $1.4 million dollars is allocated for telecommunications in the general budget. *See attached Technology Funding sheet.*

10.5
Monitoring and Evaluation
Evaluation and monitoring of the effectiveness of telecommunications services is reviewed on a daily basis. Software is in place to evaluate bandwidth usage and communication access. Meetings are held at the District Office to discuss capacity issues. Meetings with the schools' technology coaches/network specialists are held

periodically to evaluate and analyze problems. A yearly evaluation determines what technology updates or needs have become prevalent for annual comprehensive planning. The allocation of district funds is driven by this procedure.

Network Monitoring Applications Include:
- Graphic Representations of the key network equipment (routers, servers, switches) that identify their status and error conditions. This is present in the Computer Operations Manager's office and visible throughout the day. Problems are identified as they occur by the Manager of Operations and the Help Desk Operator throughout the day.
- Network Traffic Graphs are updated every 5 minutes providing utilization and error tracking information for all Wide Area Network Circuits. This is reviewed weekly by the Manager of Operations and printed annually for storage in a notebook.

11. NCLB: ENHANCING EDUCATION THROUGH TECHNOLOGY (EETT)

Consolidated district application for federal projects, including Title II, part D will be submitted June 2008. This plan has been aligned with *Florida's Instructional Technology Goals.*

ADDENDUM

Minimum New School Classroom Technology Configuration:

School-based needs:
- Provide an open access computer lab for every 600 students at all schools in addition to a "resource" instructional computer lab at the elementary level. Both labs must include a projector, document camera and Pen Pad.
- Provide 2 computer carts with 16 laptops each for every 600 students.

Elementary Schools
- A teacher computer and printer
- 2 student computers per classroom
- "Enhanced Classroom " configuration (i.e. projector, sound system, tuner, wireless microphone) for each classroom
- Telephone
- Document Camera per classroom
- Pen Pad with EasiTeach software per classroom

Secondary -Junior High/High School
- A teacher computer and printer
- "Enhanced Classroom " configuration (i.e. projector, sound system, tuner, wireless microphone) for each classroom
- Telephone
- Document Camera for each classroom
- Pen Pad with EasiTeach software per classroom
- Two computer labs are required at each school, one for instructional use in the area of technology literacy and one as an open lab for assessment (i.e. Think Link, Accelerated Reader, etc.), research, and teacher use for their entire class. Both labs must include a projector, document camera and Pen Pad with EasiTeach software.
- Easy Teach software to be installed with each Pen Pad
- Laptops for itinerate and floating teachers

Minimum Technology Upgrades for Older Schools and Classrooms Configuration in Priority Order:

School-based needs:
- Provide an open access computer lab for every 600 students at all schools in addition to a "resource" instructional computer lab at the elementary level. Both labs must include a projector, document camera and Pen Pad.
- Provide 2 computer carts with 16 laptops each for every 600 students.

Elementary Schools
- A teacher computer and printer
- 2 student computers per classroom
- Projector
- Sound System and tuner or "Smart Classroom " configuration (i.e. projector, sound system, tuner, wireless microphone) for each classroom
- Document Camera per classroom
- Pen Pad with EasiTeach software per classroom

Secondary -Junior High/High School
- A teacher computer and printer
- Projector
- Sound System and tuner or "Smart Classroom " configuration (i.e. projector, sound system, tuner, wireless microphone) for each classroom
- Document Camera for each classroom
- Pen Pad with EasiTeach software per classroom
- Laptops for itinerate and floating teachers

SCHOOL DISTRICT OF CLAY COUNTY
**Terms and Conditions for Use of
Telecommunications and Networks**

(Reference School Board Policy 4.59)

The School District of Clay County electronic network provides an exciting opportunity to expand learning for students and Board employees. With this opportunity comes the responsibility for appropriate use. Each student, parent, teacher, or Board employee should read this document carefully prior to signing the Code of Conduct or an Employee Network Responsibility Contract. A signature signifies receipt and understanding of the terms and conditions outlined in this document. If you have any objection to the following, you must notify the school of your objection, in writing, within 48 hours of your receipt of this information.

SCHOOL DISTRICT OF CLAY COUNTY TELECOMMUNICATIONS NETWORK OVERVIEW

The School District of Clay County telecommunications network is accessible to all students and Board employees. The goal is to promote educational excellence for all students by facilitating resource sharing, accessing outside information and research, and encouraging technological innovation and worldwide communication.

INTERNET RESOURCES

The electronic network serves as an information highway providing the opportunity to expand learning by connecting computers worldwide and millions of individual subscribers. Students and Board employees will have access to:

1. Worldwide electronic mail communication;

2. Global information and news as well as the opportunity to correspond with other

   institutions;

3. Public domain and shareware computer software of all types;

4. Educational discussion groups on numerous topics;

5. Access to many university libraries and other libraries.

INTERNET WARNING

With worldwide access to information also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications that are not appropriate for school-aged children. The Clay County District Schools views information gathered from the Internet in the same manner as reference materials identified by schools. Specifically, the District supports resources that will enhance the learning environment with guidance from faculty and staff.

At school, student access to and use of the network will be under teacher direction and monitored by a school board employee as any other classroom activity. The school district is not able to prevent the possibility of user access to material that is not consistent with the educational mission, goals and policies of the school district.

USER GUIDELINES:
Internet access is coordinated through a complex association of government agencies and regional and state networks. It is the school district's intent that the Internet and our telecommunications network be used in a responsible, efficient, ethical and legal manner. The operation of the Internet relies heavily on the proper conduct of the users who must adhere to strict guidelines. If a district user violates any of these provisions, their account will be terminated and future access will be denied. In addition, serious violations may result in school disciplinary action or legal action in accordance with Clay County policies, up to and including termination of employment. A signature(s) on the Code of Conduct or an Employee Network Responsibility Contract indicate that the user(s) have read the terms and conditions carefully and understand their significance.

I.   **Acceptable Use:** The use of your account must be in support of education and research that is consistent with the educational goals and policies of the Clay County District Schools. Users are encouraged to develop uses which meet their individual needs and that take advantage of the network's functions: electronic mail, conferences, bulletin boards, databases and access to the Internet. Use of any other network or computing resources must be consistent with the rules appropriate to that network.

II.   **Privileges:** The use of Internet is a privilege. Inappropriate use will result in the cancellation of that privilege. Each individual who accepts an account will receive information pertaining to the proper use of the network. School and district administrators will decide what is inappropriate use.

III.   **"Netiquette":** You are expected to abide by the generally accepted rules of network etiquette. Be polite. Do not use vulgar or obscene language. Do not reveal your address or phone number or those of others. Please remember that electronic mail is not guaranteed to be private. Do not disrupt the network, the data, or other users.

IV.   **Unacceptable Uses of Network Include:**
A.   Violating student or staff rights to privacy;
B.   Using the Internet without application of common sense;
C.   Using profanity, obscenity, or other language which may be offensive to another user;
D.   Sending or accessing pornographic text and/or graphics;
E.   Unauthorized games;
F.   Sending or receiving copyrighted materials, including computer software or material protected by trade secret, without permission;
G.   Reporting personal communications without the author's prior consent;
H.   Using for commercial activities, product advertisement, or financial gain;
I.   Knowingly transmitting viruses or other destructive programming;
J.   Spam;
K.   Chain letters;
L.   Unauthorized solicitations for goods and services, including personal solicitations such as garage sale announcements;
M.   Posting personal views on social, political, religious or other non-business related matters;
N.   Unauthorized streaming video or music, such as listening to radio stations via the Internet

V.   **Warranties:** The Clay County District Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Clay County District Schools will not be responsible for any damages you suffer, including loss of data. The District will not be responsible for the accuracy or quality of information obtained through this

Internet connection. Inappropriate Internet sites should be reported to Information Services help desk.

VI. **Security:** Security is a high priority. If you identify a security problem you must notify a system administrator immediately. Do not show or identify the problem to others. Do not use another individual's account. Attempts to log on as another user will result in cancellation of your privileges. Any user identified as a security risk or having a history of problems with other computer systems will be denied access.

VII. **Vandalism:** Vandalism will result in cancellation of your privileges and/or disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks. This includes the creation of or the uploading of computer viruses on to the Internet or host site. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

VIII. **E-Mail Policies:**

A.   Individual e-mail accounts for students in grades K-6 will only be established by the school system on an as needed basis.
B.   No one may access his or her own external e-mail accounts from SDCC locations.
C.   Teacher directed accounts for students are acceptable as follows:
        a.   Only class accounts may be established for grades K-6;
b.   Students in grades 7-12 may have individual accounts for legitimate educational purposes as determined by the school principal;
D.   No personally identifiable e-mail addresses for students are to be published on the web;
E.   District and school staffs will be issued school system e-mail addresses in the form: name@mail.clay.k12.fl.us. These accounts will be used for school business and may be published;
F.   E-mail transmission between SDCC employees regarding students may include student name, sports teams, course title, dates of attendance, and awards.

> a.   Any e-mail transmission between SDCC employees regarding confidential student information or records or reports for which there is a right of privacy under FERPA or F.S. 1002.22 must be segregated into a student file folder or a confidential file folder upon receipt and may not be disseminated as public record.
>
> b. No e-mail communications containing confidential information as defined above shall be sent to anyone outside of the school district . If a parent or guardian wishes to communicate with staff via email or if a parent or guardian wants to allow email communications about his/her child to others outside of the school district, the   parent or guardian of the student must personally come to the school and sign a request and consent for such transmission and provide the address to which such e-mail transmissions should be sent.
>
> c.   The transmission of confidential information such as student ID numbers, addresses, or phone numbers and/or personnel information, such as social security numbers, addresses, or phone numbers, shall not be used in e-mail. Such information should be formalized into letters and memoranda. E-mail can be edited and redistributed without the knowledge or permission of the originator. There is also a presumptive right of the public to access public documents.

d. E-mail is a public document.

G.   It shall be the responsibility of the sending party to maintain a copy of original e-mail transmissions ~~as~~ if required under the public records law;
H.   Parents have a right to access their student's e-mail account. The Information Technology staff will evaluate these requests, which must be signed by the school principal;
I.   Individuals using e-mail in an inappropriate manner will be subject to penalties as described in Board Policy 2.17.
J.   The e-mail system and hardware equipment is owned by School District of Clay County and is intended for school district business use. Minor personal use of e-mail is acceptable but should not interfere with or conflict with school district business.
K.   Change e-mail passwords frequently and do not share your password with others.

IX.   **E-Mail Etiquette:** Helpful guidelines:
A.   Make "subject" headings as descriptive as possible;
B.   Begin messages with a salutation, restating the question or issue being addressed in a response;
C.   Choose words carefully to avoid misunderstandings. Text does not permit verbal or expression clues which are usually necessary when statements are intended to be funny or sarcastic;
D.   Delete e-mail files as soon as possible as appropriate under public records law.

X.   **Sponsors***:* School Board employees who supervise student access to the Internet are responsible for teaching proper techniques and standards for participation, guiding student access to appropriate sections of the network, and for assuring that students understand that network misuse will result in the loss of access privileges.

XI.   **Use of Screening/Web Filtering Tools:** In compliance with federal guidelines, the School District of Clay County will use Web filtering tools that screen incoming text and graphics to restrict user access to material that is consistent with standards of selection of materials specified in Florida Statutes, Clay County School Board Rules, and the Clay County Handbook of Instructional Materials Procedures.

XII.   **Contracts:** In order to access the network, District employees are required to enter into an "Employee Network Responsibility Contract." The Clay County School Board shall approve this form.

XIII.   **Exception of Terms and Conditions:** All terms and conditions stated in this document are applicable to all users of the network. These terms and conditions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Florida, the United States of America, and Clay County School Board rules.

School District of Clay County
Consent and Release
Email Transmission of Student Information

Student Name: _____

Student ID: _____

Address: _____

_____

Email Address to receive transmission: _____

By signing this release, I am consenting to the use of email to transmit factual information about my student and releasing the School District of Clay County from liability should such emails be received by unauthorized parties and/or cause a libelous incident. I understand that the email address listed above will be used until I appear at the school with a written notice to discontinue use of the email address. I understand further that email is not a private medium and that e-mail can be edited and redistributed without the knowledge or permission of the originator, and that at no time can a staff member email medical or subjective information such as behavior.

_____   _____

Printed Name of Parent   **Signature of Parent**

_____

Mailing Address of Parent

Phone Number(s): _____

Date of Request: _____   **Date entered in TERMS:** _____

NOTE: THE FOLLOWING IS PART OF THE TERMS AND CONDITIONS, BUT IS **NOT** INCLUDED IN THE STUDENT CODE OF CONDUCT.

SCHOOL DISTRICT OF CLAY COUNTY
EMPL0YEE NETWORK RESPONSIBILITY CONTRACT
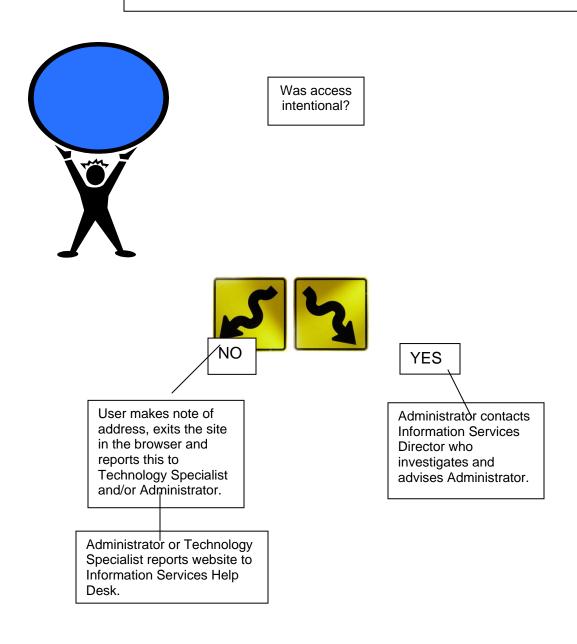**(Reference School Board Policy 4.59)**

I understand and will abide by the School District of Clay County Terms and Conditions for Use of Telecommunications and Networks. Violations will result in loss of my access privileges. In addition, serious violations may result in disciplinary action and/or appropriate legal or criminal action being initiated against me according to the Clay County policies.

If I am a supervising teacher, I do agree to instruct the student on acceptable use of the network and proper network etiquette and will report and/or terminate privileges of any student using the network unacceptably. I will make reasonable efforts to monitor information made available while students are under my supervision and/or in my presence. I recognize and accept my responsibilities to be present while the network is being used by the student.

EMPLOYEE NAME (print): _____

SIGNATURE: _____DATE: _____

SCHOOL/DISTRICT ADMINISTRATOR'S INITIALS: _____DATE: _____

Procedure When Users Access Inappropriate Internet Content

Was access intentional?

NO

YES

User makes note of address, exits the site in the browser and reports this to Technology Specialist and/or Administrator.

Administrator contacts Information Services Director who investigates and advises Administrator.

Administrator or Technology Specialist reports website to Information Services Help Desk.

REPORT ANY INAPPROPRIATE AND UNBLOCKED WEB ADDRESSES TO THE INFORMATION SERVICES HELP DESK AS SOON AS POSSIBLE.

Email Guidelines

Section VII. F. in the Terms and Conditions for Use of Telecommunications and Networks defines acceptable use of e-mail transmissions regarding student information. The following Frequently Asked Questions are given for clarification.

FAQ's of E-mail policy

Can we?

1. Request student records from other Clay Co schools using name only
   Yes – if only student name is used
2. Send student name only listings to vendors such as Jostens for Diploma printing
   (This being the way the company prefers to do business)
   For diplomas - Yes – if only student name is used
   For others, see #9
3. Have teachers send "A" and "AB" Honor roll list to school office using student names only.
   (These lists are then printed in the newspaper. And, again, the newspapers request
   that the list be sent to them through email.)
   Yes – if only student name is used and it does not identify ESE in any way
4. Send reminders to teachers regarding parent/teacher or IEP meetings with name meeting time and location
   No – because this identifies a student as ESE
   You can remind the teacher of an IEP but cannot use the student's name
5. Send lists of students that have gone on field trips and need to be excused by their teachers
   Yes – if only student name is used and it does not identify ESE in any way
6. Announcements of students that have excelled in Academic Team, ROTC, etc and should be recognized using name only
   Yes – if only student name is used and it does not identify ESE in any way
7. Lists of students that need to be excused for FCAT make ups – name only
   Yes – if only student name is used and it does not identify ESE in any way
8. Communicate with parents to schedule meetings etc.
   Yes – if only student name is used and it does not identify ESE in any way
9. Test scores and student specific information to 3rd party vendors
   Individual determination based on need – Confidentiality agreement required
   - Renaissance
   - Pearson
   - Cady & Cady
10. Can we at any time send Social Security numbers
    NO!!
11. Employee Information?
    - List of employees as part of a group Yes
    - Social Security Numbers   NO!!
    - Name and Addresses   NO!!
12. How is transitory defined?
    Answered during training
13. Is the folder on the computer or a physical file folder? Either is acceptable as long as the folder is segregated as a non-public record file
14. Who do we contact for clarifications? Alisa Jones x 2612

Item	Status	Description	Impact
1		Financial model requires that a reserve not fall below $200,000 so that IS has the ability to respond to unforeseen problems. Technology Plan replenishment cycles define the parameters for a Financial Model and are therefore guidelines. Schools should not expect an automatic replacement based on years in service and replenishment decisions will be based on a reasonable need.	
2		Additional Laptop Labs will be added at schools based on the ratio defined in the plan. Purchases will begin 2nd quarter 2008 based on 2008-09 projected enrollment.	
3		Sales Tax Funds are aligned with the District Technology Plan and will be spent based on the Priorities. There are no available funds for projects outside of the plan.	

4		The model involves purchasing new computers for hardwired lab PCs, Media Center PCs, and laptop lab PCs for 4 years. As these computers are replaced they will be redeployed to Elementary Schools classrooms. Deployment will be determined based on the projected number of classrooms and the number of classroom computers at the school. No funds are included for new computers for classrooms. Classrooms will be provisioned completely from the computers coming out of the computer labs.	Requires significant transfer efforts during the summer as new computers are received and older ones are moved where they are needed.
5		Schools will be responsible for purchasing needed consumables for supporting the installed technology. A school may need as many as 15 new bulbs for the projectors (15*$300= $4500 yearly). This will be the responsibility of the school.	
6		Requests for projects not identified by the District Technology Plan will not be approved. Smart Boards are not supported by the plan. Partial solutions to the Enhanced Classroom are not supported with District Funds.	

		School plans should be aligned to make the best use of District Support as they deem appropriate for their school.	
7		Printers

B/W Laser: District will not purchase any more B/W laser or ink jet printers. This includes school based purchases. SunPrint Management 1 cent per page Usage plan will be the only solution for printing. This saves the money for capital outlay. No more purchasing of drums for B/W Dell 1700 Printers. As the present equipment fails schools will contract with SunPrint for replacement.

Color Printers: If a school desires color printing the procurement and support of the Printer will be the financial responsability of the school. Color Printers will not be funded by IS. | |
| 8 | | Televisions (TVs)

New schools will not have a TV in the classrooms. Existing schools TVs will be controlled by the Maintenance Department as classrooms are converted to the Enhanced model. Once a classroom has been converted to the Enhanced model the TV may be | |

		removed by Maintenance at their discretion. TVs that fail will be repaired or replaced with used TVs that have been recovered.	
9		**Enhanced Classroom Strategy:** Instructional Division and Information Services have set aside funds for a Matching Funds program to start 2008-09 year. This is designed to encourage schools to participate in the advancement of the Enhanced Classroom Initiatives. Future Funding levels have not been determined and are subject to review of the programs being implemented. Based on the results of the analysis, decisions will be made by Instructional Division as to the success of the installations. If the Pilot is successful it is anticipated that an approach will be created that uses School based funds. Following Guidelines will rule: 1. Only Enhanced Classrooms and Enhanced Classroom Carts will be matched. 2. Enhanced Classroom Carts are intended to be used in Portables and	

		may be required to move with the portable in the distant future. 3. Priority projects and Matching decisions will be made in consultation with the Assistant Supt. of Instructional Division or designees. Funds from the schools are not constrained as to their source.	
10		Special Needs Equipment must be funded outside of the District Tech Plan and the Sales Tax. This includes ESE adaptive equipment and upgrades to computer labs equipment beyond a standard lab. (CTE program upgrades needed to supercharge a computer)	

Technology Plan Budget 2008-09

	General Funds	FEFP - Technology Funds	Library materials categorical	Title II	Title II, pt. D	Instructional SAI funds	Sales tax	E-rate	District Strategic Planning)	Work Force Edu	CTE-Vocational Funds	TOTAL
Salaries/stipends	$ 2,000,000.00			$ 150,000.00						$ 150,000.00		$ 2,300,000.00
Subs				$ 40,000.00	$ 4,773.00							$ 44,773.00
Prof & Tech Svcs		$ 22,339.00		$ 12,000.00								$ 34,339.00
Travel		$ 1,452.00		$ 15,000.00								$ 16,452.00
Repairs & Maint	$ 40,000.00			$ 7,200.00								$ 47,200.00
Rentals (software maint) (360)	$ 400,000.00	$ 302,031.00		$ 18,000.00					$ 100,000.00			$ 820,031.00
Communications (370-378)	$ 964,877.00	$ 13,000.00		$ 18,634.00				$ 396,886.00				$ 1,393,397.00
Other purchase svc (390)	$ 67,472.00	$ 11,800.00		$ 35,000.00					$ 15,000.00			$ 129,272.00
Computer repair (514)	$ 2,500.00											$ 2,500.00
Online databases			$ 82,905.84									$ 82,905.84
Building/fixed equipment												$ -
Equipment (641-642)	$ 9,000.00	$ 136,428.00		$ 79,143.00		$ 500,000.00			$ 400,000.00	$ 20,000.00		$ 1,144,571.00
Computer hardware (643)	$ 1,000.00			$ 5,600.00			$ 1,600,000.00			$ 120,000.00	$ 65,000.00	$ 1,791,600.00
Renovations/wiring												$ -
Software (691-692)	$ 23,000.00			$ 960.00	$ 15,840.00		$ 300,000.00			$ 150,000.00	$ 65,000.00	$ 554,800.00
FTE roll-out to schools		$ 112,950.00										$ 112,950.00
TOTALS	$ 3,507,849.00	$ 600,000.00	$ 82,905.84	$ 381,537.00	$ 20,613.00		$ 1,900,000.00	$ 396,886.00	$ 515,000.00	$ 440,000.00	$ 130,000.00	$ 7,974,790.84