



***GADSDEN COUNTY  
SCHOOL DISTRICT  
2009  
TECHNOLOGY  
PLAN***

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***“Building A Brighter Future  
As We Prepare Students For Life”***

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**EXECUTIVE SUMMARY**

In the early 1990’s, Gadsden County School District immediately recognized the emerging trends of technology and its impact on education. As a result, a technology planning committee was formed to develop an infrastructure that would enable the district to implement and support technology seamlessly throughout the district. The planning committee was comprised of the following key members: Assistant Superintendent, Coordinator of Instructional Media and Technology, and Technology Specialist. Feedback was also provided from school level administrators and media specialists. During 1991-1993, Gadsden County School District initiated its first comprehensive technology plan that emphasized improved academic performance by effectively integrating technology into the district’s curriculum.

Beginning in 1994, a Technology Planning Committee was formed to review the technology plan annually and make the necessary changes that would align the district’s technology standards with national and state level standards. The plan’s primary focus includes best practices for integrating technology into the school curriculum.

In 2006, a new Technology Planning Committee was put in place and a newly revised technology plan was created to address technological concerns. The planning committee was comprised of the following key members: Assistant Superintendent, Director of Instructional Media and Technology, Director of Human Resources, Technology Training Specialists, Media Specialists, Technology Specialists, school level administrators, teachers, and paraprofessionals. At the current time we have no parents or community leaders on this committee. This plan’s major focus ensures that students, teachers, and administrators become proficient users of technology and have equitable access to technological resources. The plan retains the intent of the seven goals of previously submitted plans from Gadsden County School District which outlines the goals and objectives for the upcoming years.

Goal 1 – All students and educators will have equitable and effective access to telecommunication services and other modern technologies that supports the teaching and learning process.

Goal 2 – District infrastructure will provide a state-of-the-art Wide Area Network that will deliver voice, video and data services that supports the teaching, learning, and administrative goals of the district.

Goal 3 – Instructional Technology will be integrated into existing school curriculums to enhance learning, increase productivity, and promote creativity in an effort to meet district, state, and/or national standards and prepare students for success.

Goal 4 – All schools will receive school and district level assistance in managing and integrating technology seamlessly throughout the curriculum.

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Goal 5 – Students will become proficient users of technology meet technology literacy competencies as established by district, state, and/or national standards.

Goal 6 - Educators will have the technology training, skills and resources needed to meet technology literacy competencies as established by district, state, and/or national standards.

Goal 7 – All schools will have access to the essential hardware/software and appropriately designed infrastructure needed to enhance learning, disseminate information, and expand paperless communications via wireless connections.

Although much has been accomplished, there is still a great deal more to be done. Future plans will include an outlined curriculum targeting eighth grade students in a concerted effort to meet the requirements of the No Child Left Behind Legislation. Additionally, the district will continue to work rigorously to close the digital divide for all students enrolled in the schools of Gadsden County.

This plan will be reviewed and revised often for the purposes of remaining current with the ever-changing environment of technology. It is understood that technological advances will occur each year, and it is the intent of Gadsden County Schools to ensure all schools, staff, and students are fully equipped with the appropriate and reliable technologies to address these technological advancements.

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## *Statement of Beliefs . . . .*

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### ***The Gadsden County School District believes that . . .***

- ◆ All students can learn.
- ◆ Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- ◆ The commitment to continuous improvement to achieve the goal of enabling all students to realize their potential in a rapidly changing, diverse, global society is expected of all stakeholders of the school system.
- ◆ Assessments of student learning provide students with a variety of opportunities to demonstrate the achievement of the expectation for their learning.
- ◆ Education is the key to opportunity and social mobility.
- ◆ A safe and supportive learning environment promotes student achievement.
- ◆ Students need to not only develop a deep understanding of essential knowledge and skills, but also need to develop the capacity to apply their learning, and to reason, solve problems, and produce quality work.
- ◆ The chief priority of any school system should focus on learning across the system. (Student learning, professional learning, and organizational learning)
- ◆ The development of a caring school community should be a priority for our school system.
- ◆ The allocation of our resources, in alignment with our mission and goals, helps to maximize the opportunity for students to learn and experience success in school.

### ***Technology Belief Statements . . .***

- ◆ Integrating technology into the curriculum is essential to supporting the teaching and learning process.
- ◆ Continuous and evolving professional development is vital for effective integration of technology.
- ◆ Having viable access to technology, students will be prepared to function in a global society that requires effective users of information, ideas, and technology.
- ◆ Technology can provide more opportunities for individualization, collaborative learning, and varied classroom learning techniques.
- ◆ Technological advancements require constantly adapting to the ever-changing technologies.



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## **MISSION STATEMENTS**

### **Gadsden County Schools Mission**

Our mission is to build a brighter future as we prepare students for success in life.

#### **Technology Mission Statement**

The mission of the Gadsden County School District is to provide effective, efficient and equitable access to the modern technologies of hardware, software, networking, and communications for students, faculty, staff, and community.

The Gadsden County School District Library Media Services strive to provide services and access to meet the educational and informational of the school communities. The Gadsden County School Board and staff recognize the impact of technology, specifically electronic communication and information upon the lives of students within the Gadsden County School District.

## **VISION STATEMENTS**

### **Gadsden County Schools Vision**

It is the vision of The School Board of Gadsden County that all students are prepared for success in a rapidly changing, diverse, global society through a variety of educational opportunities.

The district is committed to providing safe and supportive learning environments that ensure continuous progress towards high student achievement. Through the collaboration of a caring school community and the allocation of resources, aligned with our mission and goals, we will maximize the opportunities for all students to succeed in life.

#### **Technology Vision Statement**

The students, faculty, and staff within the Gadsden County School District will strive to improve the quality of education through the use of technology. Students will use technology to learn in ways that are interactive, flexible, personalized, and convenient. We envision that technology will engage student interest, and encourage them to collaborate, inquire, and explore new ways of thinking. Teachers will use technology to develop new instructional methods that address the needs of students with different learning styles and levels of motivation. Additionally, technology will enable teachers to stay abreast of best practices in their specific content areas, as well as, to evaluate their own instructional efforts in the teaching and learning process.

## **PLAN JUSTIFICATION**

The Gadsden County School Board and staff recognize the impact of technology upon the lives of students. In order to continue to provide a high standard of public education, the Gadsden County School District Library Media Services will offer a variety of electronic services to supplement traditional print services. This document presents the current and planned technology necessary to deliver these enhanced services.

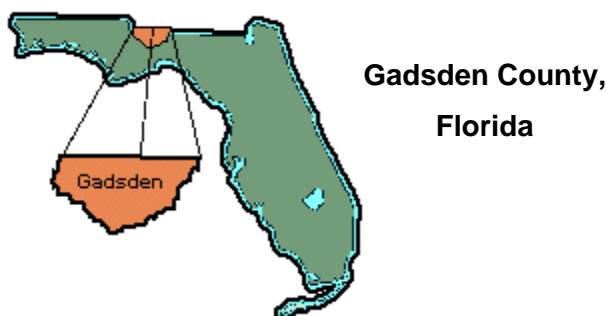


## BACKGROUND & PLANNING BASED ON NEEDS

An environment where technology is used in innovative ways can lead to improved teaching and learning. In order to realize the full benefit of the technologies available in classrooms, teachers must have a thorough knowledge of the content subject matter with: 1) an understanding of diverse learning styles; 2) a variety of teaching strategies; and 3) an understanding of how to use and integrate available technologies. The effective use of technology may not lead to increased student engagement. The primary reason for this appears to relate to the visual aspects of these tools. Therefore, school administrators need to be aware of the potential these tools can afford students and teachers when combined with other school improvement efforts for attracting and holding students' attention as well as improving student achievement.

### A. Background

Gadsden County is a rural, agricultural county located 15 miles west of the state capital of Tallahassee. It is comprised of Quincy, the county seat; Chattahoochee; Havana; Greensboro; and Gretna as well as several unincorporated communities. The county is served by 15 public schools, one charter school, an education unit at Florida State Hospital, an Adult Education Center, several program units for special needs, and two private schools. The PK-12 public school student population is approximately 6200.



Gadsden County Schools (GCS) serves a county-wide population of 49,740 people (Enterprise Florida, 2005). Gadsden County contains 516 square miles with a population density of 87.2 per square mile, which is higher than the statewide average of 79.6.

The racial makeup is unique as it is the only Florida county in which the white population is the minority at 33.5 percent. The African American population is 63.1 percent and the Hispanic population is 2.9 percent. In the public schools, the white student population is 5.7 percent, the African American population is 85 percent, and the Hispanic population is 9 percent.

Although agriculture provides many jobs, most of these jobs are low-paying. As a consequence, Gadsden County historically has been one of the most impoverished counties in the United States. The per capita income in Gadsden County is only \$14,499 annually – 49 percent below Florida's statewide average of \$21,557 (U.S. Census Bureau, 2000). The number of families at poverty level in Gadsden County is the third highest in the state.

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**Gadsden schools rank at the bottom economically** with 77 percent of students qualifying for Free or Reduced Price Lunches (FRPL) – the highest percentage in Florida (FLDOE, 2006). FLDOE’s list of eligible districts showed that:

- ◆ **84.1 percent** of GCS elementary school students are eligible for FRPL;
- ◆ **92.5 percent** of GCS middle school students are eligible for FRPL; and
- ◆ **76.3 percent** of GCS high school students are eligible for FRPL.

Gadsden County Schools have the highest percentage in Florida of students who are eligible for Free or Reduced Price Lunches (FRPL). Over 82 percent of Gadsden students in grades 3-12 have applied and are approved compared to a statewide average of 43 percent. The Florida Department of Education reports that this data “is an indicator of poverty.”

## **B. Planning**

1. Gadsden School District uses the following as the basis for all technology planning:
  - ◆ Survey of each school site to determine if they are equipped with a basic level of technology that will assist them in meeting the needs of their students and staff.
  - ◆ Conduct a needs assessment to determine if technology is viewed as an instructional tool to be used as an integral part of the overall educational process.
  - ◆ The overall district-wide educational plan includes the acquisition of modern technologies.
  - ◆ Research-based models will be used in the design and implementation of all new projects and initiatives.
  - ◆ The identification of personnel to be a part of each school’s technology management team (TMT) that will be responsible for managing technology at the school level. The team may include the school’s media specialist, technology support personnel/teacher, and/or computer lab proctor.
  - ◆ The district’s TMT shall include the Assistant Superintendent/Director of Instructional Media and Technology, Coordinator of Information Technology Services, District Technology Specialist, District Technology Training Specialists, District Instructional Media Specialist, Instructional Television Technician, Computer Technicians and District Inventory Specialist.
2. Comprehensive planning for technology in our district began in 1991 and has developed along the following continuum:
  - ◆ 1991 – The Gadsden County Schools Technology Planning Committee was formed with representation of all stakeholders. This committee completed the first district-wide Technology Plan that was implemented during the 1991 - 1993 school years.
  - ◆ 1993 – The Technology Planning Committee developed a new Technology Plan as part of the district’s overall academic plan that emphasized shifting paradigms and innovation to bring about improved academic performance. This new plan, entitled *Conceptual Frameworks for Achieving Academic Excellence*, includes nine focus areas that were aimed at bringing change in the delivery of instruction. Technology was included as one of the focus areas. This area was entitled *New and Emerging Technology* and it addressed the integration of technology into the curriculum.

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- ◆ 1994 – 2006 – The Technology Planning Committee annually reviews and updates the Technology Plan as needed using information compiled from needs established by the following:
    - ◇ Feedback from the district/school-level Technology Management Team
    - ◇ Technology needs identified in School Improvement Plans
    - ◇ Feedback from the District Instructional Leadership Team’s school audits
    - ◇ Feedback from school administrators, Assistant Superintendent, Superintendent and School Board
  - ◆ 2003 - 2009 - Standard of Excellence for Instructional Technology is included in the District’s Strategic Plan. The plan includes best practices and strategies for integrating technology in the school curriculum. The plan includes long-term, measurable goals that are designed to ensure that technology is a part of the district’s overall academic processes.
3. The district will continue to seek partnerships that will assist in meeting district-wide technology needs – that include hardware, training, etc.

**C. Determining Needs**

1. The District’s Technology Plan will be reviewed and revised annually.
2. School Improvement Plans will be reviewed annually, to ensure that school technology needs are being addressed. The district’s technology management team will record needs listed in these plans and create an action plan to address the needs.
3. The instructional technology staff will conduct school-by-school audits to help identify technology needs or problems throughout the district.
4. The District will examine existing telecommunications infrastructure at all sites and conduct a needs assessment for potential upgrades of telecommunication services.
5. Teachers will be encouraged to complete the Florida Inventory of Teacher Technology Skills (ITTS) annually. The data collected will be used to determine professional development activities/trainings.
6. The District Technology Team will create policies and procedures for completing school-level inventories. Each school will complete an inventory of hardware, internal connections and training needs for the annual FL DOE Innovates Survey. The data collected will be used to prepare an application for the federal USAC Schools and Libraries discounts (E-Rate) as well as grants.

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**Gadsden Schools District Strategic Plan**  
***Instructional Media & Technology Standards***

*Standard of Excellence:* The district will ensure that students, teachers, and administrators are proficient users of instructional technology resources. It will provide the leadership, professional development, instructional practices and enrichment to achieve this standard to include the following long-term district-wide goals:

Goal A: By the end of the 2012 school year, seventy-five percent (75%) or more of all students, teachers, and administrators will be proficient users of technology and meet the technology literacy standards established by the district, state, and/or federal government. Schools will annually demonstrate progress toward meeting this goal.

*Accountability Measures*

- The Florida Inventory of Teacher Technology Skills
- Authentic assessment
- Portfolios

Goal B: By the end of the 2012 school year, seventy-five percent (75%) or more of all students will be proficient in using technology to gather, analyze, and use information needed for academic endeavors and/or personal growth. Schools will annually demonstrate progress toward meeting this goal.

*Accountability Measures*

- FCAT
- Pre-Post Assessment
- Authentic Assessment
- Portfolios

*Best Practices and Strategies*

District and/or Schools should:

- Identify local, state and national technology standards and use them to improve the teaching and learning process.
- Integrate technology into the curriculum as a tool to meet diverse learner needs.
- Improve the use of and access to up-to-date technology throughout the organization.

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- Increase student use of technology by requiring research assignments that lend themselves to the use of the Internet, online resources, etc.
- Use technology to communicate information in a variety of formats.
- Demonstrate an understanding of the legal, social, and ethical issues related to technology use.
- Manage fiscal and physical resources to get the most effective use of the dollars available for instructional media and technology
- Use technology to analyze problems and develop data-driven solutions for instructional and school improvement.
- Offer opportunities for family technology education.
- Increase the scope and depth of curricular offerings through networks and satellite transmissions (distance learning) – for example, Florida Virtual School.
- Effectively implement available technology resources such as SuccessMaker and/or Compass Learning, Read 180, online textbook resources, digital books, etc.
- Align school-level technology professional development with district-level goals.
- Align instructional technology and library services programs with Florida’s standards.
- Provide the foundation for the library media specialist’s instructional role in the educational environment.
- Increase usage of Florida’s Library Media and Curriculum Connections programs.
- Become familiar with the national information literacy standards as a framework for collaboration between library media specialists and teachers.
- Support a well-balanced print and electronic collection of resources in the library/media center.
- Provide easy access to the resources of the library/media center by students, parents, and the community.
- Utilize the Continuous Improvement Model to ensure optimal mastery of the Sunshine State Standards.

Resources:

- Titles I and II
- State Library Media Funds
- Potential Grants (Laura Bush Foundation, E2T2, Improving Literacy)
- Reading First Program
- Federal E-Rate Program
- Partnership with the Public Library

Implementing/Monitoring Entity: Assistant Superintendent/Director of Instructional Media & Technology, Director of Instruction, Principals, District Technology Training Specialists, and District Instructional Media Specialist

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## **GOALS**

- Goal 1 – All students and educators will have equitable and effective access to telecommunication services and other modern technologies that supports the teaching and learning process.**
- Goal 2 – District infrastructure will provide a state-of-the-art Wide Area Network that will deliver voice, video and data services that supports the teaching, learning, and administrative goals of the district.**
- Goal 3 – Instructional Technology will be integrated into existing school curriculums to enhance learning, increase productivity, and promote creativity in an effort to meet district, state, and/or national standards and prepare students for success.**
- Goal 4 – All schools will receive school and district level assistance in managing and integrating technology seamlessly throughout the curriculum.**
- Goal 5 – Students will become proficient users of technology and meet technology literacy competencies as established by district, state, and/or national standards.**
- Goal 6 - Educators will have the technology training, skills and resources needed to meet technology literacy competencies as established by district, state, and/or national standards.**
- Goal 7 – All schools will have access to the essential hardware/software and appropriately designed infrastructure needed to enhance learning, disseminate information, and expand paperless communications via wireless connections.**

## Objectives

**GOAL 1 – All students and educators will have equitable and effective access to telecommunication services and other modern technology resources that supports the teaching and learning process.**

### OBJECTIVES

- 1.1 Support the teaching and learning process by ensuring equitable distribution of resources**
  - 1.1.1 Collect and analyze data annually using the FL DOE Innovates Survey.
  - 1.1.2 Provide access to resources that will support the teaching and learning process in accordance with district, state, and federal guidelines.
  - 1.1.3 Conduct annual audits for quantity and quality of available resources within classrooms.
  
- 1.2 Establish and periodically review guidelines that facilitate district equipment upgrades and replacements.**
  - 1.2.1 Update the policies and procedures manual that addresses how equipment will be upgraded, replaced, and discarded.
  - 1.2.2 Require Board Approval of the policy and procedures manual.
  - 1.2.3 Update the policies and procedures manual as needed; School Board approval will be required.
  - 1.2.4 Keep all stakeholders – to include the School Board Members, Superintendent, Assistant Superintendents, Administrators, and Teachers - abreast of all changes made to the policies and procedures manual.
  
- 1.3 Continue to look for funding to supplement local resources that will enable the Gadsden School District to acquire telecommunication and technology resources for all students and educators.**
  - 1.3.1 Apply annually for federal funding such as E-rate, EETT, and Title I.
  - 1.3.2 Apply annually for special state funding when opportunities become available.
  - 1.3.3 Seek partnerships that will assist in the improvement and/or access of telecommunication services and technology resources.
  
- 1.4 Promote the availability of technology resources to meet the educational requirements of students with special needs.**
  - 1.4.1 Include a needs assessment for assistive technology in school site inventories for grant funding.
  - 1.4.2 Assist in acquiring access to technology resources that meet the educational requirements of students with special needs.
  - 1.4.3 Collaborate with the ESE Department and FDLRS for on-going district assistive technology needs.
  - 1.4.4 Collaborate with the ESOL Department for district technology needs to serve those students who are not fluent in English.
  - 1.4.5 Ensure equitable distribution of available hardware and software for all students.

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**GOAL 2 – District infrastructure will provide a state-of-the-art Wide Area Network that will deliver voice, video and data services that supports the teaching, learning, and administrative goals of the district.**

**OBJECTIVES**

- 2.1 Investigate all funding sources that will reduce the costs of technology for the Gadsden School District.**
  - 2.1.1 Identify vendors who can provide resources through the state contract system.
  - 2.1.2 Apply annually for the Federal E-rate program discounts on internal connections/maintenance and telecommunications services.
  - 2.1.3 Maintain a partnership with a telecommunications company for the leasing of the ITFS licenses owned by the School District.
  
- 2.2 Maintain the implementation of an education technology infrastructure in all schools and support services.**
  - 2.2.1 Conduct an annual review of district-wide infrastructure resources.
  - 2.2.2 Budget annually for infrastructure maintenance and upgrading as needed.
  - 2.2.3 Subcontract for district-wide maintenance on the district's technology infrastructure.
  
- 2.3 Provide equitable access and sufficient bandwidth to deliver voice, video and data resources to enhance the learning environment.**
  - 2.3.1 Continue providing voice through POTS, Centrex, or VoIP for all sites.
  - 2.3.2 Seek funding resources for bandwidth upgrades as needed.
  - 2.3.3 Create a priority schedule for implementing upgrades and addressing equity.
  - 2.3.4 Apply annually for discounts on internal connections, including network-operating software that is eligible through the E-rate process to improve the video and data networks.
  - 2.3.5 Continue membership in the North Florida ITV Consortium to have added value on the video wireless network.
  - 2.3.6 Deliver curriculum-related video to the classroom via the internet.
  - 2.3.7 Launch a new contract with a business partner to improve the video network.
  - 2.3.8 Continue to install and maintain infrastructure so that all teachers have telephone service in classrooms through Centrex, VoIP, and/or business lines.
  - 2.3.9 Continue to install and maintain infrastructure so that all classrooms have access to distance learning/ITV video.
  - 2.3.10 Continue to install, upgrade and maintain infrastructure so that all classrooms are connected to the school local area network and the district wide area network with the necessary bandwidth. Subcontract basic maintenance on these services.
  
- 2.4 Facilitate the availability of technical support necessary to monitor and manage the Wide Area Network.**
  - 2.4.1 Maintain network software to monitor and manage network performance.
  - 2.4.2 Provide professional development opportunities for district level personnel in the use of software needed to monitor/manage the wide area network.
  - 2.4.3 Contract for maintenance of the wide/local area network infrastructure.
  - 2.4.4 Install and maintain technologies necessary to manage and enhance network performance including, but not limited to, packet shaping and content caching technology.



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**GOAL 3 – Instructional Technology will be integrated into existing school curriculums to enhance learning, increase productivity, and promote creativity in an effort to meet district, state, and/or national standards and prepare students for success.**

**OBJECIVES**

**3.1 Build and maintain technology leadership capacity at the school level.**

- 3.1.1 Identify the characteristics of successful school technology leaders.
- 3.1.2 Select persons to serve as technology leaders at each school site.
- 3.1.3 Provide on-going professional development of best practices in technology integration for site-based technology leaders.
- 3.1.4 Conduct evaluations at all sessions to determine future training opportunities
- 3.1.5 Support technology leaders in their efforts in providing ongoing professional development of best practices in the integration of technology.
- 3.1.6 Support site-based technology leaders as they model best practices in the classroom.
- 3.1.7 Continue to provide means to create state-of-the-art classrooms.

**3.2 Provide skills development labs in all schools for students to have additional opportunities to meet Sunshine State Standards.**

- 3.2.1 Maintain skills development software that is aligned with the Sunshine State Standards on each school's local area network.
- 3.2.2 Maintain and upgrade computer labs hardware as needed for dependable and efficient student use.
- 3.2.3 Staff and maintain each skills lab with a trained lab proctor who works closely with classroom teachers in integrating the skills development software curriculum.

**3.3 Support technology integration with district technology specialists.**

- 3.3.1 Provide a district technology training specialist who is highly trained in the use of the skills development software.
- 3.3.2 Offer on-going, on-site training of best practices for all educators in the use of the skills development software and online resources such as FCATEXplorer, InfoSource Online Skills Development Software, etc.
- 3.3.3 Create quarterly achievement reports for teachers, administrators, and parents to indicate students' areas of academic strengths and weaknesses.
- 3.3.4 Work with school leaders to pinpoint technology integration training needs of staff
- 3.3.5 Make sure all staff have sufficient training on new technology products and feel comfortable using them.

**3.4 Expand the functionality of library resources and services.**

- 3.4.1 Provide a district media specialist who is highly trained in the use of the library automated system *Athena* and the reading practice software *Accelerated Reader*
- 3.4.2 Offer on-going, on-site training of best practices for all educators in the use of tAthena and Accelerated Reader programs.
- 3.4.3 Create quarterly Accelerated Reader achievement reports for teachers, administrators, and parents to indicate students' areas of academic strengths and weaknesses.
- 3.4.4 Provide electronic access to library media resources.
- 3.4.5 Implement email notification of overdue materials.
- 3.4.6 Train staff to regularly update school library/media websites

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**Goal 4 – All schools will receive school and district level assistance in managing and integrating technology seamlessly throughout the curriculum.**

**OBJECTIVES**

**4.1 Facilitate the continued existence of a Technology Management Team (TMT) at each school site.**

- 4.1.1 Provide on-going technical training and support for the TMT members.
- 4.1.2 Conduct regularly scheduled meetings for TMT members.
- 4.1.3 Seek funding to provide a supplement for members of the TMT who are responsible for troubleshooting technology hardware/software issues beyond the regular school day.
- 4.1.4 Assist TMT members in performing minor troubleshooting of technical problems that may arise.

**4.2 Provide district-level technical support of school hardware/software.**

- 4.2.1 Provide workstation technical support on a scheduled basis.
- 4.2.2 Purchase technical support for CAI Labs as needed.
- 4.2.3 Provide support for school and district websites.
- 4.2.4 Provide on a contractual basis network engineering services.
- 4.2.5 Purchase all hardware with an extended warranty.
- 4.2.6 Continue to seek funds to provide the services of a tech specialist in the ratio of 1 for every 3 schools.
- 4.2.7 Purchase technical support and/or maintenance on telecommunications, local area networks, and video networks.

**4.3 Provide district-level technology integration support.**

- 4.3.1 Provide on-going professional development support to assist educators in effectively incorporating technology in the teaching and learning process.
- 4.3.2 Create a collection of teacher resources via the district website that will include technology-based lesson plans for each content area.
- 4.3.3 Provide opportunities for all teachers to participate in site-based and district-wide in-services to learn how to incorporate technology into their specific content areas.
- 4.3.4 Provide implementation support for all schools using CAI software.
- 4.3.5 Provide opportunities for on-line technology integration professional development.

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**GOAL 5 – All students will become proficient users of technology and meet technology literacy competencies as established by district, state, and/or national standards.**

**OBJECTIVES**

**5.1 Provide students with tools necessary to become proficient users of technology.**

- 5.1.1 Provide students access to up-to-date instructional technology resources.
- 5.1.2 Provide instruction in problem solving, decision making and research skills using technology.
- 5.1.3 Provide Internet access in all instructional areas at all school sites.
- 5.1.4 Offer courses that are technology based such as web-based or satellite delivered classes.
- 5.1.5 Provide computer labs for academic improvement through the use of computer assisted instructional software.
- 5.1.6 Provide access to iPod stations in library/media centers for use with eBooks.
- 5.1.7 Enhance printing capabilities in library/media centers.
- 5.1.8 Increase student's ability to create documents, spreadsheets, etc.
- 5.1.9 Provide after school opportunities for increased access to technology.

**5.2 Provide students with the tools they need to meet the technology literacy competencies.**

- 5.2.1 Provide students with instruction in the use of productivity/creativity tools such as word processing, spreadsheet, database, graphics, and browsers.
- 5.2.2 Provide opportunities for students to become proficient in gathering, analyzing and applying information as required in the Sunshine State Standards and the National Educational Technology Skills (NETS) of ISTE.
- 5.2.3 Design learning activities that make use of the electronic resources found through library/media services.
- 5.2.4 Provide instruction on responsible and ethical use of technology.
- 5.2.5 Seek funding for the provision of access to handheld devices to create more opportunities for technology literacy skills development and technology integration into the curriculum.
- 5.2.6 Provide access to technology to communicate effectively and creatively.

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**GOAL 6 -- Educators will have the technology training, skills and resources needed to meet technology literacy competencies as established by district, state, and/or national standards.**

**OBJECTIVES**

**6.1 Provide professional development based on ISTE standards to support the integration of technology into the curriculum.**

- 6.1.1 Compile the data from the FL DOE Innovates Survey in regards to school-level needs for professional development in the use of educational technology.
- 6.1.2 Design and implement training that is based on ISTE standards that will meet the needs established by the Innovates Survey data.
- 6.1.3 Compile data from the Florida Inventory of Teacher Technology Skills Survey to develop a technical training program/course that will focus on specific weaknesses as defined by the surveys.
- 6.1.4 Implement the Online Technology Integration Professional Development (InfoSource Learning Management System) for all teachers.
- 6.1.5 Disseminate information regarding professional development resources via a web-based staff development calendar.
- 6.1.6 Encourage participation in professional development opportunities for all educators by offering incentives, such as bonuses, handheld electronic devices, software packages, laptop computers, and classroom presentation hardware.

**6.2 Identify/create assessment and evaluation tools that measure the achievement of national and state standards (ISTE) of educational technology use.**

- 6.2.1 Use post survey scores from the Florida Inventory of Teacher Technology Skills Inventory to assess effectiveness of the technical training program/course.
- 6.2.2 Analyze data collected from the Florida Inventory of Teacher Technology Skills Survey and Online Technology Integration Professional Development database to determine staff development needs.
- 6.2.3 Evaluate and modify training opportunities as deemed necessary to ensure best practices are utilized when integrating technology into the classroom curriculum.

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**GOAL 7 – All schools will have access to the essential hardware/software and appropriately designed infrastructure needed to enhance learning, disseminate information, and expand paperless communications via wireless connections.**

**OBJECTIVE**

**7.1 Provide access to educational resources and information the development of district and school level website.**

- 7.1.1 Maintain online web building services for hosting websites for the district and schools.
- 7.1.2 Designate webmasters at each school site as the contact persons responsible for all content that will be placed on the school's website.
- 7.1.3 Provide training for district and school level webmasters.
- 7.1.4 Allocate release time for webmasters to post updates to websites.
- 7.1.5 Encourage all district support services to post current, in-demand information in a continuous manner, including links to online tutorials and documentation on technology usage.
- 7.1.6 Promote the use of the district and school websites by parents, students, and the community.
- 7.1.7 Maintain an E-Mail server properly configured for reliable hosting of e-mail for all school district employees and eligible students.
- 7.1.8 Establish an E-Mail address for all employees and eligible students.
- 7.1.9 Maintain an electronic E-mail Help Desk to facilitate reporting and tracking of technical support issues.

## Software Resources Acquisition Plan

### A. Instructional Software

1. An integrated learning system is available at each school site (on the local area network and/or in labs) for skills development. (SuccessMaker, Compass Learning, and Achieve3000).
2. Technology-based software that complements the district-adopted textbooks is available for purchase.
3. Curriculum-related electronic tools developed by the Florida Department of Education will be available at all school sites.
4. *Accelerated Reader* software is installed on all local area networks.
5. *Star Reading* and *Star Early Literacy* software is installed on the local area networks at all elementary school sites.
6. *Read 180* software is installed on the local area network at all Middle and High schools.
7. Subscriptions for on-line databases, testing software (*United Streaming, Achievement Series, and FCATExplorer*) and other electronic resources will be renewed annually district-wide.
8. Curriculum-related software packages (other than those selected for use district-wide) must receive approval from the district before being installed on the local area network.

### B. Productivity Software

1. A standard word processing and other general office-type software will be maintained for all school sites.
2. A standard electronic gradebook software license will be purchased for all teachers.
3. Standard presentation and web construction software will be obtained for all sites.
4. A standard desktop publishing software will be available at all sites.

### C. Management Software

1. The district uses TERMS (Total Educational Resource Management Systems) on an AS400 system for student data, personnel records, and finance.
2. The district-wide library automation software is Athena. Upgrades will be made when possible.
3. Novell Netware is the district's network operating system that will be renewed annually.
4. A comprehensive curriculum management software package that will interface with TERMS will be purchased to promote more efficient and effective management of curriculum from lesson plans to assessment, if funds can be acquired to purchase and sustain the purchase.
5. District-wide licenses for Novell's Enterprise software and Norton's anti-virus software will be renewed annually.

## **Hardware & Internal Connections Acquisition Plan**

### **A. Workstations/Printers**

1. Every staff member will have access to a modern computer/printer with Internet access.
2. Every computer/skills lab will be equipped with modern workstations.
3. Upgrade computer hardware as needed per inventory.
4. Continue to acquire presentation stations at all schools for classroom use.
5. Continue to add laptop computers at each school site.
6. Sole source purchases will be to DELL or APPLE, unless otherwise specified in grant projects, for standardization of classrooms and network hardware (computers, laptops)

### **B. Servers**

1. Upgrade/replace DNS, file, and/or applications servers and software as needed.
2. Purchase new servers for schools when and where needed. (Replace every 3 to 4 years)
3. Maintain all servers (E-Mail, web, and video-streaming) at the district's office.

### **C. Digital Input Devices and Presentation Equipment**

1. Schools will have digital cameras available for checkout.
2. Scanners will be available throughout schools for student use.
3. The district will continue to convert video equipment to digital format.
4. Every school will have access to LCD projectors for classroom use.
5. Each computer/skills lab will be equipped with a presentation station.

### **D. Routers/Switches**

1. Routers will be leased as part of the leased lines used in the Wide Area Network for Internet access.
2. All 10-based hubs will be replaced with "smart" 100/1000 switches as needed.
3. Additional switches and/or expansion modules will be purchased as needed or replaced with wireless access points.

### **E. Internal Connections**

1. All instructional areas and offices will be connected to the local/wide area networks.
2. All instructional areas and offices will be connected to the closed circuit video network.
3. All instructional areas and offices will be connected to the voice network through a digital telephone system and vendor provided Centrex, VoIP, and/or business telephone lines.
4. All future local area network construction will have wireless access using Cat5e or improved infrastructure connection back to the wireless access points.

### **F. Distance Learning and Video Equipment**

1. All classrooms and administrative offices will be equipped with a television that is connected to the school's video network.
2. Upgrade and expand video head-end equipment in all schools and at the district media center as needed.

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3. Expand satellite down linking capacity by adding the necessary equipment at the district media center. (Satellite down linking is the process wherein satellite signals can be distributed to any facility within the district that is equipped with a cable television outlet.)
4. Broadcast distance learning programming (courses, professional development, interactive electronic fieldtrips, live satellite conferences, and subject related video).
5. Produce original distance education programming in critical need areas (i.e. Math, Writing, Reading, Foreign Languages).
6. Produce digitized video at the district media center for video streaming.
7. Purchase digital cameras for the district media center and school sites as needed.

**G. Electronic Devices**

1. Maintain the incentive program for teachers who participate in technology professional development activities. Incentives may include, but not limited to: handhelds, digital cameras, iPods, storage devices.
2. Continue to provide administrators with a Tablet PC to assist with school management.
3. Continue to provide training in the use of all electronic devices distributed to school sites.
4. Provide more student access to handheld computing devices such as personal electronic devices (i.e. AlphaSmarts), handhelds, and laptop computers to support technology literacy skills development and integration of technology into the teaching and learning process.
5. Continue to install electronic sound systems in classrooms.

**Telecommunications Services/Equipment**

**A. High Speed Services for Internet Access and Real time Video**

1. Provide T1 or T3 bandwidth to each school through leased telecommunication lines for Internet access.
2. Construct wireless broadband connectivity between schools and the district office for live, interactive distance learning and curriculum-related video.
3. FIRN2 serves as the Internet Provider for the Gadsden School District and will increase bandwidth when usage levels consistently reach 80%.

**B. Voice Telecommunications**

1. Maintain and upgrade the digital telephone systems in schools and district offices.
2. Provide telephones and E-Mail for all teachers and administrators.
3. Use E-Mail software to more effectively communicate with parents and the public.
4. Lease Centrex, VoIP and/or business lines for each district site as deemed appropriate.



## **Professional Development Gadsden's Technology Training Plan (GTTP)**

Student achievement is and always has been the core existence of Gadsden County Schools. In an effort to further improve student performance, the District continuously explores innovative methods to the teaching and learning process. As a result, technology has become a key component in addressing student achievement. Gadsden School District firmly believes that technological advancements are critical to improved academics, but it also understands that these improvements cannot be achieved if personnel and administrators are not trained users of technology. With this in mind, the District is committed to providing in-depth training in the operation, utilization, and integration of technology hardware and software for all instructional personnel and administrators. It is the objective of the District to ensure that all administrators, personnel, and staff are provided with on-going professional development opportunities that will enable them to become proficient users and integrators of available technologies.

### **A. Expectations of Instructional Personnel**

1. Develop skills in the use of specific hardware and software that is available on the local area networks and/or individual workstations.
2. Develop skills in the use of the Internet as a resource for gathering and sharing information.
3. Develop skills in how to effectively integrate technology into the school's curriculum.
4. Develop skills in the use of distance education programming to enhance the learning environment.
5. Selection and utilization of educational software for instruction and management support.
6. Instruct students in the use of computers and other technology at the appropriate skill level.
7. Utilization of technology resources to construct lesson plans and learning activities.
8. Utilization of classroom management technology resources to create and maintain databases for monitoring student attendance, behavior, and progress toward performance standards.
9. Collaboration between classroom teachers and instructional technology specialist(s) for effective technology integration.
10. Development of short and long-term personal/professional goals relating to technology integration.

### **B. Responsibilities of the Human Resources Department and the District Technology Staff**

1. Provide opportunities for administrators, faculty, and other staff members to attend instructional technology workshops, conferences, etc.
2. Purchase or create staff development materials and programs as needed.
3. Acquire consultant services to address specific needs.
4. Provide for technology mentoring opportunities at school sites and at the district's Media & Technology Center.
5. Provide incentives for staff members to improve lesson plan development and technology integration.
6. Use the District's Instructional Television (ITV) services to deliver training and teleconferences for staff development.

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7. Provide access to the district's Technology Resource/Training Center.
8. Create and maintain a website where teachers can access staff development modules for classroom use.
9. Seek funding sources for technology-related staff development projects.
10. Create, disseminate, and monitor a Technology Training Plan which includes strategies for utilizing district, state, and national standards for technology use in the classroom.

**C. Outside Resources for Staff Development**

1. PAEC - Chipley, FL
2. FDLRS - Tallahassee, FL
3. Astronaut Memorial Foundation's (AMF) Training Center
4. FCIT - University of South Florida – Tampa, FL
5. FL DOE Bureau of Educational Technology – Tallahassee, FL
6. Tallahassee Community College
7. Florida State University
8. Florida A & M University

**Maintenance and Technical Support Plan**

**A. Network Management and Support**

1. The district will maintain district-wide licensing of client access software.
2. At least one member of the school's TMT will receive training in local area network management and troubleshooting.
3. The district Technology Specialist will assist school level TMT members when problems arise.
4. The district Instructional Media and Technology Director will manage the instructional training center at the district office.
5. The district Information Technology Department will manage all MIS networking issues at the school and district levels.
6. Management software and hardware will be purchased/leased that will allow wide area network monitoring, management, and troubleshooting from the district office.
7. The district will purchase a maintenance contract on the instructional network infrastructure for all schools.

**B. Support for End-Users in Classrooms/Labs**

1. The Technology Management Team (TMT) will provide minor troubleshooting and preventive maintenance.
2. District level staff will coordinate the installation and setup of hardware and software systems at school sites.
3. District-level Technology Specialist and Technician will provide maintenance - replacement of parts and other repairs within their level of expertise.
4. Extended warranties will be purchased on new workstations.
5. Purchase contracts and/or services as needed (at the district and/or school level) with third parties to provide required maintenance services.

## Funding Sources

*Please note: For specific amounts that are budgeted for planned projects, see Appendix A.*

### **A. Hardware: Workstations/Printers/Other Electronic Devices**

- a) Title I Funds
- b) Federal ESE Funds
- c) Local Effort – Property tax
- d) Grant funds - when available
- e) EETT Funds - when available
- f) School Improvement Funds
- g) Capital outlay funds

### **B. Software**

- a) Title I Funds
- b) Federal ESE Funds
- c) Local Effort – Property tax
- d) Grant funds - when available
- e) EETT Funds – Entitlement
- f) School Improvement Funds

### **C. Servers**

- a) E-rate discounts where eligible
- b) Local Effort - Property tax
- c) Grant funds - when available
- d) Capital outlay funds

### **D. Digital Input Devices/Presentation Equipment**

- a) School Improvement Funds
- b) Title I Funds
- c) Grant funds - when available
- d) EETT Funds - Entitlement

### **E. Routers/Switches**

- a) E-Rate discounts - where eligible
- b) General Revenue
- c) Leasing with high speed lines
- d) Local Effort
- e) Capital outlay funds

### **F. Internal Connections**

- a) E-Rate discounts - where eligible
- b) Local effort / Property Tax
- c) Title I Funds
- d) Grant funds - when available

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**G. Distance Learning/Video Network**

- a) General Revenue
- b) Title V Funds
- c) Local effort / Property Tax
- d) E-Rate discounts - where eligible

**H. Telecommunications Services**

- a) General Revenue
- b) E-Rate discounts - where eligible

**I. Technology Staff Development**

- a) Title V Funds
- b) Title I Funds
- c) Title II Funds
- d) School Improvement Funds
- e) School level Staff Development Allocation
- f) EETT Entitlement funds
- g) Grant Funds - when available

**J. Maintenance/Technical Support**

- a) E-Rate discounts on Service Contracts - where eligible
- b) Title I Funds
- c) Local effort – Property Tax

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**Program Evaluation**

Experience has shown that carefully designed evaluation strategies are necessary to adequately determine the extent of implementation and effectiveness of the technology plan. Evaluation of the technology plan will be a systematic ongoing process. The purpose of the technology program evaluation is to provide a summary of how educational technology is being used and what its effect or impact has been on the learning process for all students. The technology plan must be flexible and adjustable to changes in the education system, the community, and the students for which the plan is intended to serve allowing for mid-course corrections as needed. Evaluations of the impact of technology on student achievement will help to determine the relationship of specific software, telecommunications and multimedia to student achievement. Assessment will help determine the extent to which technology contributes to changes in teaching methods and approaches. Program evaluation will include monitoring of the implementation steps/timelines and determination if the steps taken had the intended effect. The Director of Instructional Media and Technology along with the District Technology Planning Committee will be responsible for the ongoing evaluation of this plan.

**A. Monitor the effective utilization of technology, the following strategies will be used:**

1. Annual audit conducted by TMT members indicating improvement in
  - a. The ratio of modern computers to students.
  - b. The ratio of Internet connections to students.
2. Gather and analyze technology utilization data from ILS management software.
3. Frequently monitor student progress in the Computer Assisted Instructional (CAI) software programs. (i.e. SuccessMaker, Compass Learning)
4. Provide reports of student learning gains (or lack there of) for each school at the end of the year with recommendations.

**B. Dissemination of Information**

1. The Instructional Media & Technology Director will prepare quarterly summative reports for the major stakeholders – the schools, the parents, and the district.
2. A midyear and end-of-project report will be prepared for the Assistant Superintendent.
3. Articles will be written for community and school newspapers to keep the parents and community informed on the progress of the plan.

**C. Assess Project-based Changes**

**1. Delivery of Instruction**

- a. Pre/Post data from Florida's Inventory of Teacher Technology Skills completed by educators will show a 5% increase in all areas.
- b. Lessons plans will document technologies utilized in the classroom.

**2. The Learning Environment**

- a. Data collected from the Innovates Survey, along with district level audits will show that every classroom is connected and equipped with modern technology – voice, data, and video.
- b. Data collected from technology specialists will determine hardware/software replacement needs.
- c. Multimedia presentations, research reports, school websites, and lesson plans will document student and teacher use of technology-based resources.
- d. The schools will show gains on state assessment in an effort to improve school grades.

**3. Student Performance**

- a. Electronic samples of student produced presentations and reports will document the development of technology skills.

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- b. Lesson plans will document opportunities for students to meet technology-related Sunshine State Standards and ISTE standards.
- c. Scores on FCAT reading, math and science will document a gain of at least 2% of students scoring Level 2 and above and at least 2% students scoring Level 3 and above.
- d. FCAT writing scores will improve with the infusion of technology into the writing process.
- e. The teacher management program in the computer-assisted instructional software applications will document gains in reading and math for all students enrolled.

**D. Assessing Grant and Entitlement Funded Technology Projects and/or Initiatives**

- 1. The Assistant Superintendent or the Director of Instructional Media & Technology will hire an evaluator to conduct formal evaluations of technology related grant projects and initiatives.
- 2. The process and procedure for evaluations will be outlined in each grant.
- 3. The final evaluation report will present empirical data documenting the level of success of each project.
- 4. Information about the technology initiatives will be presented to all stakeholders.

**Technology Related Policies**

**A. Intellectual Property**

The intellectual property rights of any original programming (i.e. computer programs, websites, web pages, videotape recordings, distance learning classes, training tapes, etc.) created by district personnel and/or students during work hours and/or using district equipment shall become the property of the School Board of Gadsden County and is protected by existing copyright laws. The following notice should be displayed in or on the product:

**Copyright \_\_\_\_\_ (Year) Gadsden County School Board**

**All Rights Reserved**

**No part of this product may be reproduced or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior written permission of the School Board of Gadsden County.**

**School Board of Gadsden County**

**35 Martin L. King, Jr. Blvd**

**Quincy, FL. 32351**

**B. Copyright**

All schools and district departments will fully comply with education copyright laws. A copy of PL 94-553 and guidelines will be kept in all media centers and at the district office. School staff will not use district purchased equipment to reproduce or transmit copyrighted material outside of fair use limits or limits specified in Section 108 unless permission from the copyright owner is received. Staff members wishing to use materials over and above allowances for fair use or other use permitted by law and its guidelines, will be responsible for obtaining written permission from the copyright owner and following the provisions of this permission, if any. In-service training and information packets will be provided for all district employees concerning copyright laws for educational institutions.

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A section covering copyright is included in the District Media Specialists' *Handbook: Operational Policies and Skills Development*, copies of which are made available to all media specialists, principals, and assistant principals.

It is ultimately the responsibility of the school principal to make sure that his/her school is in full compliance with all laws concerning the legal and/or ethical standards for following copyright laws.

**C. Partnerships**

If the Gadsden School District becomes interested in developing a partnership with an outside entity (i.e. a business, a university, another public organization), the following procedures will be followed:

- ◆ Representatives from all stakeholders will meet to discuss possibilities of developing a partnership with outside entities.
- ◆ Funding and duties of all parties involved will be discussed and specifically outlined in a contract.
- ◆ A written contract will be formulated and presented to the School Board for approval or rejection.
- ◆ The contract will specifically outline in detail all intellectual property rights, licensing agreements and legal sharing of resources available to all parties.

**D. Access Issues**

In recent years, new information and communication technologies integrated with innovative developments in teacher pedagogy have created learning environments where students are more actively engaged in the learning process. Student engagement is one of the most important factors that affect teaching and student motivation to learn. When students are uninterested in learning, a barrier to learning is created. (Beeland, 2002). As schools upgrade their technology to support these shifts in the teaching and learning processes, classroom equipment is being replaced with that that leverages existing teaching practices and integrates with current tools (i.e. laptops, educational software, peripherals, etc). With the introductions of specific multimedia technology tools, such as interactive whiteboards and LCD/DLP projectors, classrooms will increase the level of student engagement, therefore, positively affecting students' ability to learn.

Teaching and learning with technology can be a complete instructional model when the technologies are used to transform the traditional classroom into one that fosters individualized and/or collaborative learning. Therefore, it is the district's goal to ensure equitable access to all forms of technology that lends itself to modern approaches to teaching and learning. In efforts to provide access to available technologies, schools will provide extended hours (i.e. after school, Saturday, etc...).

Distance learning courses will be made available to students who are in need of certain courses not available at their school site due to a limited number of students and/or lack of

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certified teachers. As a result of distance learning courses, students are able to satisfy academic diploma requirements, as well as, college entrance requirements.

Evening educational programming is designed to meet community needs such as parenting classes, college courses, GED courses, alternative commercial-free children's programming, English as a Second Language, etc. Therefore, the district is seeking one educational channel that can be accessed by all cable subscribers regardless of their cable provider in Gadsden County. There are presently six different providers, but access to the district's educational programming is currently available only in the Quincy cable market. When this networking occurs, every home that subscribes to a cable service will have access to all educational programming provided by the school district.

**E. Security**

To ensure the safety of information and systems, the following measures will be taken:

1. A District-wide enterprise license for an anti-virus program will be maintained.
2. Instructional local area networks within schools must maintain integrity through:
  - a) Assigning unique passwords to users by the network manager.
  - b) Close teacher supervision of students using the network.
  - c) Training on the proper use of local/wide-area networks.
  - d) Using network management programs that give the network manager the ability to monitor user files.
  - e) Maintaining school-based rules and regulations that address the punishment for misuse and vandalism of computers and the network.
  - f) Performing routine backups of data on the network.
  - g) Providing secure locations for servers and wiring closets.
3. Information Technology Services (ITS) network data via TERMS must maintain integrity through:
  - a) Training all authorized employees.
  - b) Creating passwords for authorized users.
  - c) Ensuring access to the ITS department's secure locations is limited to authorized personnel.
  - d) Establishing different levels of accessibility to the TERMS database system.
  - e) Maintaining a history log of access to the TERMS system.
  - f) Performing daily backups of the data on the network.
  - g) Ensuring backups of the entire system is completed every two weeks.
  - h) Ensuring that backup tapes are stored in a fireproof vault in another location.
  - i) Disposing of data by shredding paper documents/CDs and wiping or destroying computer data files - different disposal methods will be examined as technology changes.
4. The integrity of individual workstations will be maintained through standardized desktop configurations.
5. Guard against theft by ensuring that schools are equipped with security systems.



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6. Guard against theft of software, equipment components, etc. by ensuring that all student use of computers is supervised by staff.
7. Inventories of computer equipment and software are maintained at all sites.
8. Assign private IP addresses on school local area networks.
9. Maintain district-wide licensing for Novell's Enterprise software that can provide:
  - a) Firewall protection
  - b) Proxy caching services
  - c) Real-time server activity monitoring
  - d) Security alerts
  - e) Ability to troubleshoot network problems

**F. Technical Assistance Standards**

Technical guidance will be provided to schools and district personnel responsible for purchasing technology by the Director of Media & Technology. In the process of selecting and purchasing these goods and services the following questions will be asked:

- a) Is this technology consistent with what already exists in the school? district?
- b) Can this equipment be upgraded?
- c) Will this equipment be user friendly for teachers, staff and students?
- d) Can the school and/or the district support and maintain this equipment or must we contract outside assistance?
- e) Is this purchase economically feasible? Will use justify the cost?
- f) How will the purchase benefit students?

**G. Minimum Standards:**

*(Configuration standards will be reviewed and updated annually by the technology department.)*

1. PC Stand alone workstation
  - a) 1.8GHz Core 2 Duo
  - b) 1.0 GB RAM
  - c) 19" Ultra Sharp Flat Panel Monitor
  - d) 80GB SATA 3.0gb/s, 7200RPM hard drive (min.)
  - e) 48 x 32 CDRW/DVD drive
  - f) Internal Chassis Speaker
  - g) 3.5", 1.44MB floppy drive
  - h) Windows XP Professional with SP2 Operating System
  
2. PC Network Station
  - a) 1.8GHz Core 2 Duo
  - b) 1.0 GB RAM
  - c) 19" Ultra Sharp Flat Panel Monitor
  - d) 80GB SATA 3.0gb/s, 7200RPM hard drive (min.)
  - e) 48 x 32 CDRW/DVD drive
  - f) Internal Chassis Speaker

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- g) 3.5", 1.44MB floppy drive
  - h) Windows XP Professional SP2 with NTFS
3. Local area network server
- a) Xenon processor
  - b) Mirrored hard drives
  - c) 1GB RAM
  - d) - 72GB+ w/SCSI Drives in RAID configuration
  - e) - 10/100 and 1- 1000MB Ethernet Network Interface Cards
  - f) Tape Backup DDS4 Unit w/software
4. Local area network structure
- a) Ethernet protocol, Star configuration
  - b) Category 5e wiring or fiber optic backbone with wireless client access
  - c) TCP/IP
  - d) Novell Network Operating System (current version)
  - e) User shell
5. Televisions for closed circuit classroom use
- a) NTSC standards
  - b) 25" or larger
  - c) Mounting brackets
6. Broadcast video (one-way video) transmitting and receiving
- a) To produce one-way broadcast distribution by microwave, cablecast, and other means the following are required:
    - 1. Production facilities, equipment, and staff for programming
  - b) Cablecast capabilities with re-modulation of signal are needed for distribution
    - 1. Federal Communications Commission license, NTSC standards
    - 2. ITFS cable system
  - c) To receive a one-way satellite transmission
    - 1. Satellite dish and receiver is needed.
7. Group video conferencing or distance learning classrooms
- a) Codecs (the encoding algorithm - coder/decoder) on each end of the connection
  - b) Codecs must comply with ITV standards
  - c) Dual or single monitor
  - d) Panel control setup at each end of the connection
  - e) White boards and auxiliary cameras
  - f) Multi-Control Units (MCUs) are needed to connect multiple sites
    - ◆ In order to allow for multi-point video conferencing, so-called multi-point control units (MCUs) are used. MCUs keep the endpoint architecture simple and move all multi-point functionality into the core network, where it traditionally resides in case of audio conferencing. An MCU consists of one or more MCU network interfaces, a control protocol implementation, a plurality of audio mixers, a plurality of video switchers or a plurality of video mixers, or a combination of the

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switches and mixers. For continuous presence MCUs, video switchers are not used.

- g) Scheduling procedures for multiple sites
  - h) Dedicated room conferencing locations with controlled environment
  - i) Quantity lighting; soundproof room
8. Interactive whiteboards
- a) 64" size minimum
  - b) Mounting Stands or wall mounts
9. Projectors
- a) DLP/LCD
  - b) At least 2400 lumens
  - c) Mounting brackets for all media centers and classrooms

#### **H. Policy on Content of Websites Representing Gadsden School District**

1. **All content** on websites which represent Gadsden School District must be approved by the Assistant Superintendent for Academic Services or designated representative. No content will be posted to any website without the Assistant Superintendent's permission.
2. **All content** of any website representing a specific school must be approved by the building level principal before it goes to the Assistant Superintendent's Office to be considered for publication.
3. **All content** of any website representing a specific department (i.e. Transportation, Personnel, Finance, etc.) must be approved by the head of that department before being considered by the Assistant Superintendent's office.
4. **No website** will contain home addresses or telephone numbers of students or employees.
5. No student's identity will be revealed on any website.
6. Pictures of students in scenes representing a school can be included on websites IF permission forms have been signed by all Parents or Guardians. **However, no identification of these students will be posted.**
7. Permission forms must be signed by all employees whose e-mail addresses are posted on any website. No references can be made to any student e-mail addresses.

Any teacher who wishes to have her/his class(es) create classroom web pages that are to be published to the web must adhere to the above policies.

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**I. Terms and Conditions for Use of the Internet**

*Student User: Terms and Conditions for Use of the Internet in the Gadsden School District*

Internet access is now available to students and teachers in the Gadsden County School District. We believe that the Internet offers vast, diverse and unique resources to both students and teachers. We believe that providing this access to the Internet will help students develop Information Skills that they will need throughout life. It will provide for unlimited resources for research and information gathering. With access, comes the availability of material that may not be considered acceptable in the context of the school setting. Even if teachers take precautions to restrict access to such materials, it is always possible that ingenious users could access controversial information. We, the Gadsden School District, believe that the valuable information far outweighs the possibility that users may find material that is not consistent with our educational purposes. End users of the Internet must adhere to strict guidelines and thereby, the Gadsden School District establishes the following guidelines for all Internet users within our organization:

**Acceptable Use** – The Internet will be used for communication, research, and collaborative work supporting the educational objectives of this school district.

Transmission of the following is prohibited:

- ◆ **Copyrighted material and Material protected by trade secret**
- ◆ **Threatening or obscene material**
- ◆ **Commercial activities**
- ◆ **Political lobbying or advertisement**

**Privileges** – The use of the Internet is a privilege, NOT a right. Inappropriate use will cancel all privileges. Principals will deem what is inappropriate use and may deny users rights to access due to misuse.

**Training** – It is the responsibility of each school to ensure faculty, staff and students are trained in effective use of the Internet.

**Permission** – Parents or guardians of student must sign and return a permission form before their child can have access to the Internet on a school campus.

**Netiquette** – All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- ◆ Be polite. Do not use abusive language when communicating over the Internet.
- ◆ Use appropriate language. No swearing or vulgarities
- ◆ Never reveal personal information (address, telephone, etc.)
- ◆ Remember that e-mail is not guaranteed to be private.

**Security** – Security on any network is a high priority. The Superintendent’s office must be notified if any security problem is detected. Every user must sign on to the network before accessing the Internet. He/she must use his/her assigned username and password. The use of another’s username/password is strictly prohibited.

**Vandalism** – *Vandalism will result in permanent cancellation of privileges! Vandalism will include:*

- ◆ *Malicious attempt to harm, destroy, or change data, hardware, or software*
- ◆ *Uploading or creating computer viruses*
- ◆ *Altering desktop configuration to bypass the use of usernames/passwords*
- ◆ *Attempts to “hack” into unauthorized areas of a network*

**All terms and conditions as stated in this document are applicable to the Gadsden School District. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Florida and the existing policies of this school board.**

Parent or Guardian (If you are under the age of 18, a parent or guardian must also read and sign this agreement)

Student: \_\_\_\_\_ Identification # \_\_\_\_\_

***As the parent or guardian of this student, I have read the Terms and Conditions for Internet access. I understand that this access is designed for educational purposes and that the employees of the School board for Gadsden County will take precautions to eliminate access to material which is not of educational value. However, I also recognize it is impossible for the School Board of Gadsden County to restrict access to all such materials and I will not hold them responsible for materials acquired on this network. I hereby give permission to allow my child access to the Internet and certify that the information contained on this form is correct.***

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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***Adult User: Terms and Conditions for Use of the Internet in the Gadsden School District***

Internet access is now available to students and teachers in the Gadsden County School District. We believe that the Internet offers vast, diverse and unique resources to both students and teachers. We believe that providing this access to the Internet will help students develop Information Skills that they will need throughout life. It will provide for unlimited resources for research and information gathering. With access, comes the availability of material that may not be considered acceptable in the context of the school setting. Even if teachers take precautions to restrict access to such materials, it is always possible that ingenious users could access controversial information. We, the Gadsden School District, believe that the valuable information far outweighs the possibility that users may find material that is not consistent with our educational purposes. End users of the Internet must adhere to strict guidelines and thereby, the Gadsden School District establishes the following guidelines for all Internet users within our organization:

**Acceptable Use** – The Internet will be used for communication, research, and collaborative work supporting the educational objectives of this school district.

***Adult users are not to use this technology for personal reasons or business.***

**Transmission of the following is prohibited:**

- ◆ Copyrighted material
- ◆ Threatening or obscene material
- ◆ Material protected by trade secret
- ◆ Commercial activities
- ◆ Political lobbying or advertisement

**Privileges** – The use of the Internet is a privilege, NOT a right. Inappropriate use will cancel all privileges. Principals will deem what is inappropriate use and may deny users rights to access due to misuse.

**Training** – It is the responsibility of each school to ensure faculty, staff and students are trained in effective use of the Internet.

**Permission** – Parents or guardians of student must sign and return a permission form before their child can have access to the Internet on a school campus.

**Netiquette** – All users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- ◆ Be polite. Do not use abusive language when communicating over the Internet.
- ◆ Use appropriate language. No swearing or vulgarities
- ◆ Never reveal personal information (address, telephone, etc.)
- ◆ Remember that e-mail is not guaranteed to be private.

**Security** – Security on any network is a high priority. The Superintendent’s office must be notified if any security problem is detected.

***Every user must sign on to the network before accessing the Internet. He/she must use his/her assigned username and password. The use of another’s username/password is strictly prohibited.***

**Vandalism** – Vandalism will result in permanent cancellation of privileges!

Vandalism will include:

- ◆ Malicious attempt to harm, destroy, or change data, hardware, or software
- ◆ Uploading or creating computer viruses
- ◆ Altering desktop configuration to bypass the use of usernames/passwords
- ◆ Attempts to “hack” into unauthorized areas of a network

***All terms and conditions as stated in this document are applicable to the Gadsden School District. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Florida and the existing policies of this school board.***

Yes, I accept the terms and conditions as set forth in the Gadsden District Schools Internet Use policy.

Adult User’s Printed Name: \_\_\_\_\_

Adult User’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**J. Guidelines for Compliance with the Requirements of the Children’s Internet Protection Act (CIPA)**

In December 2000, Congress passed and President Clinton signed HR 4577 (PL 106-553, Consolidated Appropriations Act 2001). This act incorporated the Children’s Internet Protection Act and Neighborhood Children’s Internet Protection Act previously introduced in 1999.

Under this act, in order to receive Universal Services Discounts (E-Rate) or receive funds under the Library Services and Technology Act (LSTA) or Title III of the Elementary and Secondary Education Act of 1965 to purchase computers used to access the Internet or to pay direct costs associated with the accessing the Internet, a library or school must have in place a policy on Internet safety. This policy must provide that all computers with Internet access will operate with blocking or filtering technology to prevent both adults and minors from accessing visual depictions that are obscene or child pornography.

The Gadsden School District has undertaken the following actions to comply with the requirements of CIPA:

1. Route all Gadsden School District Internet traffic through the *Websense* Internet Filter.
2. Issue an Internet User’s Guide entitled, “Terms and Conditions for Use of the Internet.”
3. Require all schools to obtain Parent Permission Forms for all students who wish to use the Internet while at school.

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**District Liability Release Forms**

**Gadsden County School District  
Instructional Media & Technology Services**

**RELEASE FOR USE OF PICTURES, VIDEO OR PUBLICATIONS**

I, \_\_\_\_\_, authorize the Gadsden County School Board, Gadsden County, Florida, and those acting under its permission and with its authority, to use and publish movies and/or pictures of my child, \_\_\_\_\_, in any medium deemed appropriate, to include the Internet, by the Gadsden County School Board.

I, \_\_\_\_\_, release and discharge the Gadsden County School Board, and all persons acting under its permission or authority, from any liability by virtue of use of pictures, video, and/or pictures so long as the said items are used for educational purposes of the Gadsden County School District.

I, \_\_\_\_\_, affirm that I am the parent/guardian of \_\_\_\_\_ and have every right to contract on behalf of said child.

\_\_\_\_\_  
Parent/Guardian Signature



\_\_\_\_\_  
Date

***"Building A Brighter***

**Gadsden County School District  
Instructional Media & Technology Services**

***RELEASE FOR USE OF PICTURE(S), VIDEO, PUBLICATION  
AND/OR E-MAIL ADDRESS – Adult Users***

I, \_\_\_\_\_, authorize the Gadsden County School Board, Gadsden County, Florida, and those acting under its permission and with its authority, to publish my picture as part of its website at <http://www.gcps.k12.fl.us>.

I, \_\_\_\_\_, authorize the Gadsden County School Board, Gadsden County, Florida, and those acting under its permission and with its authority, to publish my e-mail address as part of its website at <http://www.gcps.k12.fl.us>.

I release and discharge the Gadsden County School Board, and all persons acting under its permission or authority, from any liability by virtue of use of picture(s), video, publications, and/or e-mail addresses so long as same items are used for educational purposes of the Gadsden County School District.

\_\_\_\_\_  
Signature



\_\_\_\_\_  
Date

***"Building A Brighter***

## **Student Technology Performance Indicators**

In an effort to achieve the technology requirements of the NCLB legislation, Gadsden County Schools will utilize the technology performance indicators from the National Educational Technology in Educations Standards for Students. Teachers can use these indicators as guidelines for planning technology-based activities in which students achieve success in learning, communication, and life skills. The following technology performance indicators will direct our development of technology literate students.

### **Grades PreK-2**

Prior to leaving the second grade, students will be able to

1. Use a mouse, keyboard, and other input devices to effectively input data into computers and operate other available technologies.
2. Use output devices such as monitors and printers effectively.
3. Speak accurately about technology using developmentally appropriate vocabulary.
4. Use developmentally appropriate electronic resources to enhance learning (i.e. e-books, online encyclopedias).
5. Work collaboratively with their peers, teachers, and/or parents to produce multimedia projects using technology.
6. Display positive social and ethical behaviors while using technology.
7. Use technology responsibly.
8. Use computer-assisted instructional software to enhance learning (i.e. SuccessMaker and Waterford).
9. Utilize available technology resources (i.e., digital cameras, draw programs, electronic keyboards) for creating stories and journal writing.
10. Collect information and communicate with others electronically.

### **Grades 3-5**

Prior to leaving fifth grade, students will be able to

1. Use keyboards and other common input and output devices effectively.
2. Identify general advantages and disadvantages of using technology in everyday life.
3. Discuss responsible and irresponsible use of technology and the consequences for inappropriate use of the technology.
4. Use technology tools to enhance leaning, increase productivity, and promote creativity.
5. Use computer-assisted instructional software to remediate skill deficiencies, provide enrichment opportunities, as well as, facilitate learning throughout the school curriculum.
6. Use productivity tools to collaborate in constructing technology-enhanced presentations, prepare publications, and produce other creative works.
7. Use telecommunications and online resources to effectively locate, gather and share information for a variety of purposes (i.e. educational and personal growth).
8. Use a variety of electronic resources to enhance learning.
9. Use technology resources (i.e. calculators, digital video, science probes) for problem solving, independent learning, and collaboration.
10. Select the most appropriate technology tools and resources to complete various tasks and projects.
11. Evaluate the quality of information gathered from on-line resources.



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**Grades 6-8**

Before leaving grade 8, students will be able to

1. Identify and solve common hardware/software problems that occur during daily use.
2. Demonstrate knowledge of how changes in information technology affect the workplace and society.
3. Appropriately use technology (legally and ethically) and understand the consequences of its misuse.
4. Use curriculum related electronic resources (i.e. probes, calculators, web-based tools) to enhance learning.
5. Use productivity tools for independent or collaborative learning opportunities to construct technology-enhanced presentations, problem-solve, prepare publications, and produce other creative works.
6. Demonstrate research skills in locating, gathering, analyzing, and presenting information using a variety of resources.
7. Select and use appropriate technology tools to collaborate on projects both inside and outside of the classroom.
8. Demonstrate basic understanding of the school's hardware, software, and connectivity, as well as, the Internet and other computer/web-based applications.
9. Evaluate the quality of information gathered from on-line resources.

**Grades 9-12**

Before graduating from high school, students will be able to

1. Identify capabilities and limitations of emerging technology resources and their potential of addressing personal, lifelong learning, and workplace needs.
2. Make informed decisions about selecting/purchasing technology resources for personal use and productivity.
3. Analyze the advantages and disadvantages of relying on technology in the workplace and throughout society.
4. Use technology for personal organization such as time management, finances, etc.
5. Evaluate options for continuing education opportunities made available through technology.
6. Use online resources effectively to meet needs for communication and research.
7. Demonstrate research skills in locating, gathering, analyzing, and presenting information using a variety of resources.
8. Use technology tools to collaborate on projects at school, in leisure life, and at work.

*Adopted from the National Educational Technology Standards for Students published by the International Society for Technology In Education (ISTE). Printed with permission from National Education Technology Standards for Students – Connecting Curriculum and Technology, published by the International Society for Technology in Education (ISTE) NETS Project in cooperation with the U.S. Department of Education.*

## APPENDIX

Gadsden County School District  
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## Appendix A – Technology Action Plan

*Gadsden District Schools will adhere to the following action plan that addresses the technology initiative as outlined in our technology plan. Technology administrators will be responsible for the execution of this plan which will be reviewed by the technology committee and approved by the school board.*

<b>Gadsden District Schools Technology Action Plan 2009-2010</b>					
<b>Task</b>	<b>Objectives</b>	<b>Staff Assignment</b>	<b>Funding Source</b>	<b>Budget</b>	<b>Timeline</b>
<b>Goal 1</b>					
<i>All students and educators will have equitable and effective access to telecommunication services and other modern technologies that supports the teaching and learning process.</i>					
Collect and analyze data using the FL DOE Innovates Survey.	1.1	Technology Department Technology Management Team (TMT) Members	State Funds	Salary	Fall 2009
Provide access to resources that will support the teaching and learning process in accordance with district, state, and federal guidelines.		Technology Department	District E-Rate Funds	Voice Services - \$97,000 T1 Connections -\$110,205 Voice Connections-\$95,500 ITS WAN Connection-\$51,000	Ongoing
Conduct annual audits for quantity and quality of available resources within classrooms.		Technology Department TMT Members Instructional Leadership Team (ILT)	State Funds	Salary	Spring/Summer 2009
Update the policies and procedures manual that addresses how equipment will be upgraded, replaced, and discarded.	1.2	Technology Department TMT Members	District/State Funds	Salary	Spring/Summer 2009
Require Board Approval of policy and procedures manual.		School Board Superintendent	District Funds	Salary	Fall 2009
Apply for federal funding such		Technology Director	District Funds	Salary	Ongoing

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as E-rate, EETT, Title I, Title V, and other grant opportunities.	1.3	Title I Director			
Apply for special state funding when opportunities become available.		Title I Director Technology Director	District Funds	Salary	Ongoing
Seek partnerships that will assist in the improvement and/or access of telecommunication services and technology resources		Technology Director	District Funds	Salary	Ongoing
Include a needs assessment for assistive technology in school site inventories for grant funding.	1.4	School Administrators ESE Director Assistive Technologist Technology Director	District/State/Federal Funds	Salary	Fall 2009
Assist in acquiring access to technology resources that meet the educational requirements of students with special needs.		Technology Director ESE Director Assistive Technologist	District/State/Federal Funds Grant Funds	\$30,000	Ongoing
Collaborate with the ESE Department and FDLRS for on-going district assistive technology needs.		Technology Director ESE Director Assistive Technologist School Administrators	District/State/Federal Funds	Salary	Ongoing
Collaborate with the ESOL Department for district technology needs to serve those students who are not fluent in English.		Technology Director ESOL Coordinator School Administrators	Title I, Title II	Salary	Ongoing
Construct wireless broadband connectivity between schools and the district office for live, interactive distance learning and curriculum-related video.		Technology Director Technology Specialist Contractor/Vendor(s)	District/State Funds	\$100,000	Summer 2009
Upgrade teacher/student workstations at SJES, HES, JASMS, SSES, and EGHS.		Technology Director Technology Specialist	Title I District/State Funds Erate Funds	\$300,000	Ongoing

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Upgrade library automation software at all school sites		Technology Director District Media Specialist Media Specialists	District/State Funds Grant Funds	\$57,877.40	Summer 2009
Purchase and install textbook tracking software on all schools LAN.		Technology Director Technology Specialist District Media Specialist	District/State Funds Grant Funds	\$41,013.00	Summer 2009
<b>Goal 2</b> <i>District infrastructure will provide a state-of-the-art Wide Area Network that will deliver voice, video and data services that supports the teaching, learning, and administrative goals of the district.</i>					
Identify vendors who can provide resources through the state contract system.	2.1	Technology Director Technology Specialist	District/State Funds	Salary	Ongoing
Apply for the Federal E-rate program discounts on internal connections and telecommunications.		Technology Director	District Funds	Salary	Ongoing
Maintain a partnership with a telecommunications company for the leasing of the ITFS licenses owned by the School District.		Technology Director	District Funds	Salary	Ongoing
Conduct an annual review of district-wide infrastructure resources.	2.2	Technology Director Technology Specialist	District/State Funds	Salary	Spring/Summer 2009
Budget for infrastructure maintenance and upgrades as needed.		Technology Director Finance Director Technology Specialist	District/State Funds	Salary	Ongoing
Subcontract for district-wide maintenance on the district's technology infrastructure.		Technology Director School Board Superintendent Vendor	E-Rate Funds Title I Funds	\$120,000	Ongoing
Continue providing voice through Centrex, VoIP, or tariff for all sites.	2.3	Technology Director	District Funds	\$125,000	Ongoing
Seek funding resources for bandwidth upgrades as needed.		Technology Director Technology Specialist	District/State Funds	Salary	Ongoing

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Create priority schedules for implementing upgrades and addressing equity issues.		Technology Director Technology Specialist	District/State Funds	Salary	Ongoing
Apply for discounts on internal connections, including network operating software that is eligible through the E-Rate process to improve video/data networks.		Technology Director	District Funds	Salary	Ongoing
Continue membership in the North Florida ITV Consortium to have added value on the video wireless network.		Technology Director ITV Technician District Media Specialist	District Funds	Salary	Ongoing
Deliver curriculum-related video to the classroom via the internet.		ITV Technician District Media Specialist	District/State Funds	Salary	Ongoing
Seek a business partnership to improve the video network.		Technology Director ITV Technician District Media Specialist	District/State Funds	Salary	Ongoing
Continue to install and maintain infrastructure so that all teachers have telephone service in classrooms through Centrex, VoIP, and/or business lines.		Technology Staff Contracted Services	E-Rate Funds District Funds	\$125,000	Ongoing
Continue to install and maintain infrastructure so that all classrooms have access to distance learning/ITV video.		Technology Staff Contracted Services	E-Rate Funds District Funds	\$20,000	Ongoing
Continue to install, upgrade and maintain infrastructure so that all classrooms are connected to the LAN and the WAN with the necessary bandwidth. Subcontract basic maintenance on these services.		Technology Staff School Board Superintendent Vendor	E-Rate Funds District/State Funds FIRN2	\$16,000	Ongoing
Purchase and maintain network software to monitor and manage network performance.	2.4	Technology Director Technology Specialist Contracted Services	E-Rate Funds District Funds Title I	\$20,000	Ongoing

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Provide professional development opportunities for district level personnel in the use of software needed to monitor/manage the wide area network.		Technology Director Technology Training Specialist	District/State Funds Title I Title II Title V	\$3,500	Ongoing
Install and maintain technologies necessary to manage and enhance network performance including, but not limited to, packet shaping and content caching technology.		Technology Staff Contracted Services	District/State Funds Title I Funds	\$55,000	Ongoing
<b>Goal 3</b> <i>Instructional Technology will be integrated into existing school curriculums to enhance learning, increase productivity, and promote creativity in an effort to meet district, state, and/or national standards and prepare students for success.</i>					
Identify the characteristics of successful school technology leaders.	3.1	Technology Planning Committee	District/State Funds	Salary	Ongoing
Select persons to serve as technology leaders at each school site.		Technology Staff	Staff Development Funds	Salary	Fall 2009
Provide on-going professional development of best practices in technology integration for site-based technology leaders.		Technology Director Staff Development Director Technology Training Specialist Teachers	Title II Funds Title V School Improvement Funds	\$150,000	Ongoing
Continue to seek funds to create state-of-the-art classrooms.		Technology Staff	District/State Funds Title I	Salary	Ongoing
Support technology leaders in their efforts in providing ongoing professional development of best practices in the integration of technology to teachers at their school site.		Technology Director Technology Training Specialist Staff Development Director	Title II funds School improvement Funds Title V Grant Funds	\$150,000	Ongoing

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Support site-based technology leaders as they model best practices in the classroom.		Technology Staff	Title II Funds School Improvement Funds Title V	Salary	Ongoing
Conduct evaluations at all sessions to determine future training opportunities					
Maintain/Upgrade skills development software that is aligned with the Sunshine State Standards on each school's LAN.	3.2	Technology Director Technology Training Specialist Lab Proctors	District/State Funds Title I Funds Grant Funds	\$250,0000	Ongoing
Maintain and upgrade the labs hardware for dependable and efficient student use.		Technology Staff Lab Proctors	District/State Funds Title I Funds Grant Funds	\$100,000	Ongoing
Maintain Accelerated Reader software on each school's LAN.		Technology Director District Media Specialist	District/State Funds Title I Funds Grant Funds	Salary	Ongoing
Staff /maintain each lab with a trained lab proctor who works with teachers in integrating the skills development software curriculum.		Technology Training Specialist School Administrator Lab Proctors	Title I Funds	Salary	Ongoing
Provide a district technology training specialist who is highly trained in the use of the skills development software.	3.3	Technology Director	Title I Funds	Salary	Ongoing
Offer on-going, on-site training of best practices for all educators in the use of the skills development software and online resources such as FCATEXplorer, InfoSource		Technology Director Staff Development Director Technology Training Specialist	Title I & II Funds	Salary	Ongoing



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Online Skills Development Software, etc.					
Create quarterly achievement reports for teachers, administrators, and parents to indicate students' areas of academic strengths and weaknesses.		Technology Training Specialist	Title I Funds	Salary	Ongoing
<b>Goal 4</b> <i>All schools will receive school and district level assistance in managing and integrating technology seamlessly throughout the curriculum.</i>					
Provide on-going technical training and support for the TMT.	4.1	Technology Staff	Title I & II Funds State Technology Funds	Salary	Ongoing
Conduct regularly scheduled meetings for TMT members.		Technology Staff	District/State Funds	Salary	Ongoing
Assist TMT members in performing minor troubleshooting of technical problems that may arise.		Technology Specialist Computer Technician Technology Training Specialist	State Funds Title I Funds	Salary	Ongoing
Provide workstation technical support on a scheduled basis.	4.2	Technology Specialist Computer Technician	State Funds Title I Funds	Salary	Ongoing
Purchase technical support for CAI Labs as needed.		Technology Director	Title I Funds	\$6,000	Ongoing
Provide support for school and district websites.		Technology Staff	State Technology Funds School Improvement Funds	\$6,000	Ongoing
Provide on a contractual basis network engineering services.		Technology Director Superintendent School Board	Title I Funds	\$82,500.00	Ongoing
Purchase all hardware with an extended warranty.		Technology Director Technology Specialist	State Technology Funds Title I Funds	\$10,000	Ongoing
Continue to seek funds to provide the services of a tech specialist in the ratio of 1 for every 3 schools.		Technology Director	District/State Funds	Salary	Ongoing
Provide on-going professional		Technology Director	District/State Funds	Salary	Ongoing

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development to assist educators in effectively incorporating technology in the teaching and learning process.	4.3	Staff Development Director Technology Training Specialist	Title I & II Funds School Improvement Funds		
Create a collection of teacher resources via the district website that will include technology-based subject area lesson plans.		Technology Staff	District/State Funds Title I Funds	Salary	Ongoing
Provide opportunities for all teachers to participate in site-based and district-wide in-services to learn how to integrate technology into their specific content areas.		Technology Director Staff Development Director	District/State Funds Title I Funds	Salary	Ongoing
Provide implementation support for all schools using CAI software.		Technology Director Technology Training Specialist School Administrators	Title I Funds	Salary	Ongoing
<b>Goal 5</b> <i>Students will become proficient users of technology meet technology literacy competencies as established by district, state, and/or national standards.</i>					
Provide students access to up-to-date instructional technology resources.	5.1	Technology Staff	State Technology Funds FIRN2 Grants	\$150,000	Ongoing
Provide instruction in problem solving, decision making and research skills using technology.		Technology Director Staff Development District/School Media Specialists Classroom Teachers	Title I & II Funds School Improvement Funds	Salary	Ongoing
Provide Internet access in all instructional areas at all school sites.		Technology Director Technology Specialist FL DOE	FIRN2	\$0	Ongoing
Offer courses that are technology based such as web-based or satellite delivered classes.		Technology Director ITV Technician District Media Specialist	District/State Funds	\$25,000	Ongoing

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Maintain modern computer labs for academic improvement through the use of computer assisted instructional software		Technology Director School Administrators Title I Coordinator Technology Training Specialist Lab Proctors	District/State Funds Title I Funds	Salary	Ongoing
Provide after school opportunities for increased access to technology.		Technology Director Title I Coordinator School Administrators Project Managers	21 <sup>st</sup> Century Schools Communities & Schools of Florida/TCC Grants	Salary	Ongoing
Provide students with instruction in the use of productivity/creativity tools - word processing, spreadsheet, database, graphics, and browsers.	5.2	Technology Training Specialist Teachers	District/State Funds Grants Title I Funds	Salary	Ongoing
Provide opportunities for students to become proficient in gathering, analyzing and applying information as required in the Sunshine State Standards and the National Educational Technology Skills (NETS) of ISTE.		Technology Training Specialist District & School Media Specialists Teachers	Title I, II, & V Funds Grants	Salary	Ongoing
Design learning activities that make use of the electronic resources found through library/media services.		Technology Training Specialist District & School Media Specialists Teachers	Title I, II, & V Funds School Improvement Funds Grants	\$50,000	Ongoing
Provide instruction on responsible and ethical use of technology.		Technology Staff Media Specialists Teachers	District/State Funds Title I Funds	Salary	Ongoing
Seek funding for access to handheld devices in an effort to create more opportunities for technology literacy skills development and the integration of technology.		Technology Director	District Funds	Salary	Ongoing

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Provide access to technology to communicate effectively and creatively.		Technology Staff	District/State Funds Title I / Grants School Improvement Funds FIRN2	Salary	Ongoing
Adopt a technology education curriculum for middle school 8th grade students		Technology Director Middle School Administrators Secondary Education Director	State Funds	\$50,000	Annually
<b>Goal 6</b> <i>Educators will have the technology training, skills and resources needed to meet technology literacy competencies as established by district, state, and/or national standards.</i>					
Compile the data from the FL DOE Innovates Survey about school-level needs for professional development in the use of educational technology.	6.1	Technology Staff TMT Members	Title I Funds District/State Funds	Salary	Spring 2009
Design and implement training that is based on ISTE standards that will meet the needs established by the Innovates Survey data.		Technology Staff Staff Development Director	Title I & II Funds District/State Funds Grants	Salary	Ongoing
Compile data from the Florida Inventory of Teacher Technology Skills Inventory Survey to develop a technical training program/course that will focus on specific weaknesses as defined by the surveys.		Technology Staff TMT Members	Title I & II Funds District/State Funds	Salary	Spring 2009
Implement the Online Technology Integration Professional Development (InfoSource Learning Management System) for all teachers.		Technology Director Staff Development Director Technology Training Specialist	Title II Funds Grants	\$15,000	Annually

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Disseminate information regarding professional development resources via a web-based staff development calendar.		Technology Director Web Designer Staff Development Director	Title II Funds	\$3600	Ongoing
Encourage participation in professional development opportunities for all educators by offering incentives, such as bonuses, handheld electronic devices, software packages, laptop computers, and classroom presentation hardware.		Technology Director Staff Development Director Technology Training Specialist	Grants State Technology Funds Title II Funds	\$75,000	Ongoing
Use post survey scores from the Florida Inventory of Teacher Technology Skills Inventory to assess effectiveness of the technical training program/course.	6.2	Technology Director Technology Training Specialist Staff Development Director	District/State Funds Title I & II Funds	Salary	Spring/Summer 2009
Analyze data collected from the Florida Inventory of Teacher Technology Skills and Online Technology Integration Professional Development database to determine staff development needs.		Technology Director Technology Training Specialist Staff Development Director	District/State Funds Title I & II Funds	Salary	Spring 2009
Evaluate and modify training opportunities as deemed necessary to ensure best practices are utilized when integrating technology into the classroom curriculum.		Technology Staff Staff Development Director	District/State Funds Title I & II Funds	Salary	Su 2009

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<b>Goal 7</b>					
<b><i>All schools will have access to the essential hardware/software and appropriately designed infrastructure needed to enhance learning, disseminate information, and expand paperless communications via wireless connections.</i></b>					
Maintain web building services for hosting of websites for the district and schools.	7.1	School In Sites (Contracted Services)	Title I	\$6,000	Ongoing
Designate webmasters at each school site as the contact person responsible for all content that will be placed on the school's website.		School Administrators	District/State Funds Title I Funds	Salary	Ongoing
Provide training for district and school level webmasters.		Technology Director Staff Development Director Technology Training Specialists	District/State Funds Title I & II Funds	Salary	Ongoing
Allocate release time for webmasters to post updates to websites.		School Administrators	District/State Funds Title I Funds School improvement	Salary	Ongoing
Encourage all district support services to post current, in-demand information in a continuous manner, including links to online tutorials and documentation on technology usage.		Technology Director Technology Training Specialists	District Funds Title I Funds	Salary	Ongoing
Promote the use of the district and school websites by parents, students, and the community.		Technology Director Technology Training Specialists	District Funds Title I Funds	Salary	Ongoing
Purchase online electronic resources to enhance the teaching and learning process		Technology Director	State Funds	\$13,000	Annually
Maintain Novell software district-wide		Technology Director	E-Rate Funds District Funds Title I	\$15,680.00	Annual renewal
Maintain Anti-virus software		Technology Director	E-Rate Funds	\$16,000.00	Annual renewal

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district-wide			District Funds Title I		
Maintain an E-Mail server that is properly configured for reliable hosting of e-mail for all school district employees and eligible students.		Network Administrator (Contracted Services)	District Funds	\$6,000	Ongoing
Establish an E-Mail address for all employees and eligible students.		Network Administrator (Contracted Services)	District Funds	\$500	Ongoing
Maintain an electronic E-mail Help Desk to facilitate reporting and tracking of technical support issues.		Network Administrator (Contracted Services)	District Funds	\$6,000	Ongoing
Upgrade infrastructure at HOPE, GCA, & GEMS to include wiring and upgrade of 10MB switches to 1GB to the desktop.		Technology Director Technology Specialist	Title I, District/State Funds E-Rate Funds Grant Funds	\$25,000	Fall 2009
Update memory & software at SJES school - OS software upgrade to XP and at least 512 memory upgrade		Technology Director Technology Specialist	Title I, District/State Funds E-Rate Funds Grant Funds	\$20,000	Ongoing
Update hardware at select school sites: JASMS, SJES, SSES, HES & EGHS.		Technology Director Technology Specialist	Title I, District/State Funds E-Rate Funds Grant Funds	\$300,000	Ongoing
Maintain Internet filtering on the WAN.		Technology Director Technology Specialist Network Engineer	E-Rate Funds District/State Funds	\$18,000	Ongoing
Upgrade servers as needed		Technology Director Technology Specialist Network Engineer	E-Rate Funds District/State Funds	\$60,000	Summer/Fall 2009
Maintain technical support of all routers		Technology Director Technology Specialist Network Engineer	E-Rate Funds District/State Funds	\$3,000	Ongoing
Install/Maintain wireless connections in all media centers		Technology Director Technology Specialist Network Engineer	E-Rate Funds District/State Funds	\$2,500	Summer 2009

