

School District of Newberry County  
Technology Plan  
2013-2017



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*I verify that all components for the School District of Newberry County technology plan have been addressed.*

**Technology Director's name: Tina L. Palmer**

**Technology Director's signature: \_\_\_\_\_**

**Date signed**

**Superintendent's name: Bennie Bennett**

**Superintendent's signature: \_\_\_\_\_**

**Date signed**

## **Section 1.0 Technology Plan Introduction**

The District Technology Plan for the School District of Newberry County (SDNC) seeks to provide a framework for decision making concerning technology in the district. By supporting the district's strategic plan, the District Technology Plan insures the best possible technology support that the SDNC can give to the schools that make up the district. The District Technology Plan includes both fiscal and physical needs in order to provide the students in our District with the opportunity to access and utilize technology.

This technology plan will address the Technology Dimensions listed below:

- Learners and Their Environment
- Professional Capacity
- Instructional Capacity
- Community Connections
- Support Capacity

## **Section 1.1 Technology Department Information**

The district technology staff consists of:

- Director of Technology
- PowerSchool Coordinator
- Instructional Technology Administrator
- Two FTE computer technicians
- One FTE computer technician/server technician
- One Inter-connect technician

## **Section 1.2 District Technology Vision Statements**

We envision a school district where the education and well-being of children is the priority of all citizens of Newberry County. Furthermore, we envision a school district where the rights of children are protected, where there is a shared passion for learning, where children are expected to achieve at their highest levels, and where our children are prepared to function successfully in an increasingly global society.

Our schools will be inviting. Our families and community will be collaborators. Our educators will be highly qualified. Our facilities will be designed, built, and equipped for the delivery of comprehensive curricula.

We will ensure:

- Best interests of children are served in all decisions,
- Expectations demand children work at their highest,
- Lifelong learning is modeled and developed,

- Invitational relationships are nurtured throughout the school community,
- Effective/efficient use of resources is practiced,
- Future-focused curricula develop citizens competent in a global society,
- Student achievement consistently improves.

### **Section 1.3 District Technology Mission Statement**

Technology is a vital part of the education and the curriculum of the School District of Newberry County. The Technology Department strives to equip our students and staff with the tools, training, and support necessary to utilize technology to enhance learning, increase productivity, access information and communicate with others.

### **Section 1.4 District Mission Statements**

Our mission is to engage students at all levels in educational experiences that ensure success and life-long learning.

### **Section 1.5 Description of Connections between the Information and Technology Vision and Mission with the District's Overall Vision/Mission/Strategic Plan**

The SDNC Strategic Plan was last revised in 2013 and was structured to put forth the district's strategic goals and visions until the year 2018. The goals in the district's strategic plan specify certain aspirations the district technology department is expected to obtain over the next five year period.

As part of **Community Connections**, the Technology Department launched the Parent Portal beginning in the middle of the 2010 – 2011 school year to allow parents to log in to the SIS system to monitor their child's progress. The Portal also provides various pieces of data to use as "talking points" when district administrators meet with the public in the district's ongoing effort to improve public relations.

As part of the **Support Capacity**, the Technology Department utilizes capital fund, bonds, and E-rate funding to provide the District's technology needs. As technology becomes more important in daily instruction and the operation of the District, there is an urgent need to keep all systems (hardware and software) fully functionally. Maintenance and repair become a critical function of the Technology Department. To help meet this need, the SDNC moved the curriculum software under the Technology Department. In July 2013, the School Board approved the funds to hire a new computer/server technician. This position was filled in August 2013. This is the one part of the district's strategic plan that will be on going. The Technology Department has to learn to adapt to the growth of schools in the district. The continuous growth of the district and increase of technology in the schools constantly challenges the staff to keep up with maintaining an adequate level of support.

As part of the **Professional and Instructional Capacities**, the District provides professional development opportunities throughout the year.

Under **Facilities**, the Technology Department has requested funding from USAC for 2013-14 E-rate funding year to install Wireless Access Point overlays at five schools. The School Board approved funding in July 2013 for the remaining six schools that did not have Wireless Access Point to have the overlays installed during 2013-14 school year. When completed, all schools will have a Wireless overlay based on coverage of the buildings.

## **Section 2.0 Background**

Since 2008, the School District of Newberry County has accomplished a lot of the goals set in the 2008-2013 Technology Plan. Students and teachers are accessing technology in various ways through the use of digital media such internet websites and server based software. The SDNC has installed IP video surveillance cameras on all campuses to ensure the safety of our students and staff. The SDNC is in the process of installing door security systems to provide additional safety to our staff and students. All classrooms and offices have IP phones. A standardization of Dell computers and mobile devices has led to a more efficient repair process. As of August 2013, the Technology Department supports over 3700 computers and mobile devices.

## **Section 2.1 District/School District Demographics**

The School District of Newberry County is the second largest employer in the County and the sole local public education agency serving Newberry County. The district serves 6057 students in three attendance areas containing a total of 12 schools (one K-12 community school, two high schools, two middle schools, and seven elementary schools) plus a career center. As of September 2013, the Free/Reduced lunch rate for the District is 60.8%. The drop-out rate for 2012 was 1.9% with a 74.4% on-time graduation rate. Our staff includes over 480 teachers who are supported by 350 other personnel and administrators.

## **Section 2.2 Technology Plan Planning and Review Committee Information**

Tina Palmer	Director of Technology
Vicki Mays	Instructional Technology Administrator
Dr. Carson Ware	Director of Assessment, Accountability & Professional Development
Christopher Dukes	Assistant Administrator
Donna Hagen	Media Specialist\District Library Media Specialist Coordinator
Leah Yarborough	Elementary teacher
Jennifer Doyle	Secondary teacher

**Section 3 Needs Assessment/Current Status**

Currently, the SDNC has infrastructure that includes both on-site and off-site backups, on-site and off-site storage, management tools, printing, application, file sharing, and other services. Wireless network hardware is available at the some of the schools to support mobile computing devices. The current telephone system that is in place is a Cisco/Unity VoIP phone system. Firewalls and filters are maintained at the District Office to provide network security for the servers, computers and data that are held on them. The SDNC is coming to an end of the migration of the district’s email system from a system that is provided by and maintained by the Technology Department to Office 365. This not only gives the district increased functionality with its email system but also provides a cost savings.

<b>Snapshot of Current Technology Use</b>	
<b>Office Productivity</b>	The SDNC has entered into an agreement with Microsoft and is currently licensed with Office 365 and the most current desktop version of Office.
<b>Network Bandwidth, and Internet</b>	The SDNC has a 100 MB internet connection which is shared between sites. Most of the cost of the Internet connection at schools covered by SC Division of State IT (DSIT). This connection not only provides an internet connection but it also provides web-based applications and communications to our schools. In addition, this connection provides access to parents to their child’s records through the PowerSchool Parent Portal. Bandwidth between the schools is 100 MB which allows for fast transfer of data between the schools.
<b>Network Switches -</b>	The district has a current standardization of Cisco switches for the schools’ network equipment.
<b>Fire Walls and Routers -</b>	The SDNC currently has a Juniper Firewall in place. This helps to prevent unauthorized access to our servers from outside sources.

<p><b>Network Filtering -</b></p>	<p><b>The Children’s Internet Protection Act (CIPA)</b>          South Carolina Public Charter School District complies with CIPA and requires that each year all schools sign a verification form stating that the school is in compliance with the <b>Children’s Internet Protection Act (CIPA)</b>. Smoothwall devices were installed to ensure compliance with the CIPA act and to protect our students/staff. The SDNC has also contract with AVG and Microsoft to provide antivirus protection to both the desktop and the network servers.</p>
<p><b>Desktops</b></p>	<p>The District Office has implemented a desktop replacement rotation. Lab and teacher computers are replaced on a cyclical rotation between the three primary divisions – elementary, middle and high- over a period of 3-4 years. The majority of the classrooms have two student computers with a teacher computer or tablet. Every school has at least one computer lab – most have multiple labs.</p>

The district has identified other technology needs that may not be stated in other parts of this technology plan. These will continue to be supported through E-Rate and include:

1. Internet access – the district will continue to use the Internet connectivity provided by SC DSIT.
2. Telephone lines and Service – the district telephone service is with AT&T currently.
3. Verizon – the district uses cell phones and email connectivity to mobile devices through Verizon. This will be included in the E-Rate funding request the district intends to submit and will include all funding years covered by the plan (FY 2013-14, FY 2014-15, FY 2015-16, FY 2016-17, FY 2017-18).
4. District website – the district is using SchoolInSites as the hosted solution for the district website and will continue to use this during the upcoming school year. This will be included in the E-Rate funding request the district intends to submit and will include all funding years covered by this plan (FY 2013-14, FY 2014-15, FY 2015-16, FY 2016-17, FY 2017-18).
5. Hosted Email - the district is currently using Microsoft Office 365 email services.

## **Section 4.0 Goals and Objectives for Improving Services**

The SDNC has identified five (5) main dimensions for improving services to our students and staff. Objectives, strategies and action items were identified to help achieve our goals.

### **Section 4.1 Dimension 1: Learners and Their Environment - Objectives**

- Students will use technology to acquire and demonstrate communication, collaboration, and engagement skills that are aligned with state adopted standards across the curriculum and will thereby increase their level of academic achievement.
- Students will engage in authentic learning activities that are aligned with state adopted standards and that integrate technology, including assistive technology, into the core content.
- Students will select the appropriate tools to complete authentic, real-life multidisciplinary tasks to demonstrate technology competence.
- Provide students with an enhanced learning environment through technological tools, including assistive technology, that are designed to promote high academic achievement.

### **Strategies**

- Provide opportunities and resources to students to facilitate the development and implementation of effective communication and collaboration skills using technology in the core content areas; Conduct student projects that will yield sustained, engaged learning and collaboration in the core content areas; Have students present their collaborative projects to identified audiences; Recognize and promote best practices that successfully integrate technology, including assistive technology, into the curriculum; Provide appropriate accommodations for students with special needs when conducting tests, including standardized tests, using technology
- Develop technology-enhanced learning activities aligned with state standards in core content areas; Create and maintain student technology portfolios documenting grade-level-appropriate technology competencies; Hire school technology coaches or provide supplements to personnel at each school to offer guidance, educate teachers, and help ensure that lesson plans and activities incorporate a variety of technologies, including those appropriate for students with special needs
- Create and use lesson activities in which students employ a variety of technology tools, including assistive technology, to complete authentic multidisciplinary tasks; Measure student technology proficiency by using surveys and performance-based assessments; Provide all students, including those with special needs, access to a range of high and low technology solutions, including software, peripherals, and other tools to increase student communication, participation, and collaboration
- Establish school and community learning environments that enable students to use technology for real-world problem solving and research; Provide grade-level-appropriate technology opportunities to enable students to fully participate in today's information-rich global society; Adopt grade-level-appropriate technology standards and integrate them into the curriculum to prepare students to function in an information-rich global society



## **Action Items for Dimension 1 – Learners and their Environment**

- Continue to maintain and upgrade internet/email/network access for all schools/classrooms.
- Continue to work toward providing each teacher with state-of-the-art technology equipment such a VOIP telephone, an Interactive Board, a projector, 2 student computers, and a teacher mobile device. Keeping in mind that approx. every 4-5 years that equipment needs to be updated/replaced for our teachers to stay up-to-date.
- Establish, implement, and/or maintain computer labs, including an Interactive Board and projector, to accommodate 20-25% of district student enrollment. Upgrade and replace on a cyclical basis (every 3-4 years).
- Continue to provide video resources and updated video equipment such as VBrick, United Streaming and Video Conferencing for distance learning opportunities; Security Cameras for safety
- Continue to provide appropriate instructional software for each computer and network.
- Continue to maintain our base computer operating system in a state compatible with industry standards.
- Continue to integrate the technology into and across the content areas.
- Continue to use the technology as a tool in all learning and teaching settings.
- Continue to provide instructional resources to home users.
- Standardize on software to maximize support.
- Maintain a ratio of technicians to devices of 1:500. Currently we are at 1:1400. Hire 2 additional full-time software support/computer technicians.
- Provide for a person that can be a secretary/help desk operator.
- Provide Technology Coaches or provide individuals with salary supplements for handling training at their individual sites.
- Continue to provide appropriate network access to all classrooms.
- Update file servers and network software on a 3-year basis. These updates must include provisions for support, virus protection, backups, firewalls, Internet and email
- Increase the speed of the network by making modifications to switches, and the addition of fiber optics
- Continue to encourage the development and use of school websites
- Provide instructional resources to home users
- District curriculum and pacing guides will be posted on the District website for access by everyone.
- Provide and update software to support educational standards in K-12 (ex. MAP, Odyssey, On-course, A+, etc.).

## **Funding Considerations for District and Schools**

- A.** Certified Staff for the computer labs
- B.** Technology refresh funding for equipment and software
- C.** Technology Coaches for all sites

## **Evaluation:**

### **Possible Baseline data includes:**

- District report cards
- Technology surveys
- Student portfolios
- School technology and improvement plans
- District, school, and community surveys

### **Data Sources to Be Used for Ongoing Evaluation and End-of-Program Report:**

- District report cards
- Technology surveys
- Student portfolios
- Observations and interviews
- Anecdotal records
- Documented access to on-line resources
- Listing of recognition programs

## **Section 4.2 Dimension 2: Professional Capacity - Objectives**

- We will encourage staff to achieve and demonstrate proficiency in integrating state-recommended instructional technology standards (ISTE NETS-A, ISTE NETS-S, and ISTE NETS-T) into their specific area of professional practice to increase student achievement.
- We will provide the schools with full-time multidimensional technology leadership whose focus is to ensure that technology is making a significant instructional and administrative impact for students, teachers, and administrators.
- The Schools will collaborate in planning for professional development, ensuring that teachers and district staff are trained to use technology, including assistive technology, to enhance learning.
- The district will provide schools with information and training in technology integration so that teachers can use research-based best-practice instructional methods throughout the curriculum.

## **Strategies**

- Adopt a process that requires teachers to demonstrate ongoing proficiency in integrating instructional technology standards; Include in district technology plans a professional development program that provides a guide for teachers to progress from their current levels of ability in using technology, including appropriate assistive technology, to full proficiency

- Hire full-time technology coaches to assist with basic technology skills and the integration of the technology into classroom instruction in every school; Require that technology coaches provide direct training and consultation to teachers in their classrooms, with special emphasis on helping administrators, teachers, and students meet the state-recommended technology standards (ISTE NETS-A, ISTE NETS-T, ISTE NETS-S ) as well as helping students to meet the state's adopted standards in all areas
- Establish minimum levels of teacher technology proficiency for replication and adaptation across the state; Incorporate instructional technology assessment into current teacher and administrator evaluation processes; Professional development to be based on teacher needs
- Offer professional development activities and training in a variety of ways (i.e., on-site, off-site, on-line, self-paced, and combinations of these methods) to address the technology needs of staff; Provide a list of professional development; Provide professional development opportunities focused on aligning state technology standards with state adopted standards; Increase the availability of technology professional development tools to teachers: access to mobile devices, Internet access at the classroom level, interactive on-line access to state curriculum standards and lesson plans, access to Web-based and/or server based training opportunities, and access to a state-of-the art training centers

### **Action Items for Dimension 2**

- Continue to maintain and upgrade internet/email/network access for all schools/classrooms.
- Continue to work toward providing each teacher with state-of-the-art technology equipment such a VOIP telephone, an Interactive Board, a projector, 2 student computers, and a teacher mobile device. Keeping in mind that approx. every 4-5 years that equipment needs to be updated/replaced for our teachers to stay up-to-date.
- Continue to maintain our base computer operating system in a state compatible with industry standards.
- Continue to use the technology as a tool in all learning and teaching settings.
- Standardize on software to maximize support.
- Provide a centralized training facility that would be available to teachers only.
- Provide Technology Coaches or provide individuals with salary supplements for handling training at their site.
- Continue to provide technical training of the technology staff. Attendance at one local and one national conference per year.
- Continue to provide appropriate network access to all classrooms.
- Continue to provide/improve handling of technology problems in a timely manner.
- Continue to standardize district hardware and software.
- District curriculum and pacing guides will be posted on the District website for access by everyone.
- Every media center will have a clerical assistant or technology coach in order for the media specialist to be able to assist students and staff in the use of technology to support curriculum

- Provide continuing PD for technology integration through after-school workshops, summer institutes, and on-line training.

**Funding Considerations for District and Schools**

- A. Funding for outside professional training.
- B. Salary for the Technology Coaches
- C. Materials for the integration of the technology standards into classrooms.
- D. Training lab update.

**Evaluation:**

**Possible Baseline Data:**

- District report cards
- Professional development surveys
- School technology and improvement plans
- Technology assessments

**Data Sources to Be Used for Ongoing Evaluation and End-of-Program Report:**

- District report cards
- Professional development tracking and surveys
- Teacher technology proficiency proviso forms
- Observations and interviews
- Anecdotal records
- Documented access to on-line resources
- Technology assessments

**Section 4.3 Dimension 3: Instructional Capacity - Objectives**

- We will develop a technology framework for local planning that addresses the steps necessary to create a technology-rich environment that will foster increased achievement by all students, including those with special needs.
- We will provide teachers with the technology resources, including assistive technology, necessary to increase academic achievement by engaging students in active learning.
- We will provide students with access to current and emerging technology resources that will extend their learning beyond the traditional classroom setting and schedule.
- We will provide and support a variety of multimedia equipment and software for teaching and learning.

**Strategies**

- Ensure that curricular design, instructional strategies, and learning environments integrate appropriate technologies (including the range of assistive technology options) to significantly impact teaching and learning; Facilitate the use of technologies to support and enhance instructional methods (including the use of hardware, software, and

assistive technology) that develop higher-level thinking, decision-making, and problem-solving skills

- Provide teachers with access to knowledgeable personnel, productivity tools, on-line services, media-based instructional materials, and primary sources of data in settings that enrich and extend teaching goals
- Provide students with access to technology, on-line services, and media-based instructional materials, allowing them to select appropriate tools that will enrich and extend their learning
- Communicate via the district technology plan a vision for multimedia infrastructure designed to support instruction; Establish a system for identifying, specifying, prioritizing, and managing equipment for multimedia development in direct support of curricular and professional development objectives

### **Action Items for Dimension 3**

- Continue to maintain and upgrade internet/email/network access for all schools/classrooms.
- Continue to work toward providing each teacher with state-of-the-art technology equipment such a VOIP telephone, an Interactive Board, a projector, 2 student computers, and a teacher mobile device. Keeping in mind that approx. every 4-5 years that equipment needs to be updated/replaced for our teachers to stay up-to-date.
- Continue to provide for computer labs in each school that are updated on a regular basis every 4<sup>th</sup> year.
- Continue to provide video resources and updated video equipment such as VBrick, United Streaming and Video Conferencing for distance learning opportunities; Security Cameras for safety
- Provide wireless overlays to each district building to support the use of wireless devices such as laptops and communications devices.
- Provide increased school to home communication through the use of emergency contact systems such as School Messenger.
- Continue to provide appropriate instructional software for each computer and network.
- Continue to maintain our base computer operating system in a state compatible with industry standards.
- Continue to integrate the technology into and across the content areas.
- Continue to use the technology as a tool in all learning and teaching settings.
- Continue to provide instructional resources to home users.
- Standardize on software to maximize support.
- Provide a centralized training facility that would be available to teachers only.
- Maintain a ratio of technicians to systems of 1:500. Currently we are at 1:1400. Hire 2 additional full-time software support/computer technicians.
- Provide for a person that can be a secretary/help desk operator.

- Provide Technology Coaches or provide individuals with salary supplements for handling training at their site.
- Provide for a person that can be a secretary/help desk operator.
- Continue to provide technical training of the technology staff. Attendance at one local and one national conference per year.
- Continue to provide appropriate network access to all classrooms.
- Update file servers and network software on a 3-year basis. These updates must include provisions for support, virus protection, backups, firewalls, Internet and email
- Increase the speed of the network by making modifications to switches, hubs, and the addition of fiber optics.
- Continue to provide/improve handling of technology problems in a timely manner.
- Continue to standardize district hardware and software.
- Provide for maintenance contracts to support the network and infrastructure. These are highly complex systems that require highly specialized technicians. A maintenance contract would be cost effective for the district.
- Continue to encourage the development and use school websites.

#### **Funding Considerations for District and Schools**

- A. Technology Equipment and Software Updates
- B. Technology Coaches
- C. Additional Technology Equipment and Software

#### **Evaluation:**

##### **Possible Baseline Data**

- Technology readiness and access surveys
- District report cards
- School technology and improvement plans
- Technology assessments
- Documentation of offerings provided via innovative delivery methods

##### **Data Sources to Be Used for Ongoing Evaluation and End-of-Program Report**

- District report cards
- Technology readiness and access surveys
- Observations and interviews
- Anecdotal records
- Documented access to on-line resources
- Technology assessments
- Documentation of offerings provided via innovative delivery methods

#### **Section 4.4 Dimension 4 – Community Connections – Objectives**

- The school district will establish community technology partnerships and collaborations by providing tools, resources, and training that support student transition, achievement, and outcomes. (The term *community* includes parents, businesses, state and local agencies, nonprofit groups, and institutions of higher education.)
- The district will fully utilize all available resources by fostering collaboration and cooperation among state-supported organizations, institutions, and initiatives.
- The district will provide after-hours training and community access to labs, media centers, and classrooms.
- The district will ensure that all their buildings are linked by the Internet to the State Library's DISCUS databases and to the websites of universities, museums, and other institutions to facilitate virtual communication between home, school, and community.

### **Strategies**

- Form district-community partnerships to provide students with real-world experiences in the use of technology, including assistive technology, that enhance academic achievement; Provide recognition/reward programs and/or incentives for partnerships showing impact; Write community-collaborative technology grants to develop and fund the use of technology to improve teaching and learning; Form district-community partnerships to facilitate the use of technology, including assistive technology, in the public schools and to improve outcomes for students transitioning from school to work or higher education
- Identify all of the organizations, institutions, and initiatives that are currently focused on instructional technology applications; Partner with other school districts as well as community entities to collaborate in order to provide assistive technology demonstration and assessment for students with special needs
- Create schedules of after-hours technology access and training for students, parents, teachers, and community members; Create opportunities for access to facilities for after-hours assistive technology training for students, parents, teachers, and community members
- Facilitate virtual communication between home, school and community.

### **Action Items for Dimension 4**

- Continue to maintain and upgrade internet/email/network access for all schools/classrooms.
- Continue to provide for computer labs in each school that are updated on a regular basis every 4<sup>th</sup> year.
- Provide wireless overlays to each district building to support the use of wireless devices such as laptops and communications devices.
- Continue to provide appropriate instructional software for each computer and network.
- Continue to use the technology as a tool in all learning and teaching settings.
- Continue to provide instructional resources to home users.
- Standardize on software to maximize support.

- Provide Technology Coaches or provide individuals with salary supplements for handling training at their site.
- Provide for a person that can be a secretary/help desk operator.
- Continue to provide technical training of the technology staff. Attendance at one local and one national conference per year.
- Continue to provide appropriate network access to all classrooms.
- Update file servers and network software on a 3-year basis. These updates must include provisions for support, virus protection, backups, firewalls, Internet and email
- Increase the speed of the network by making modifications to switches, hubs, and the addition of fiber optics
- Continue to provide/improve handling of technology problems in a timely manner.
- Continue to standardize district hardware and software.
- Provide for maintenance contracts to support the network and infrastructure. These are highly complex systems that require highly specialized technicians. A maintenance contract would be cost effective for the district.
- Continue to encourage the development and use school websites
- Provide instructional resources to home users
- Utilize daily tools such as Parent Portal, School Messenger and/or student agendas as to communicate student progress
- Provide viable school documents in Spanish and English (registration, bus, medical, lunch, etc.)
- Maintain a web page for the district, all schools and utilize School Messenger to relay information

### **Funding Considerations for District and Schools**

- A. Operations of the facilities after school day hours
- B. Salary of staff that work and provide technical support to community projects after hours
- C. Grant writer and administration for grants that fund community and school partnerships
- D. Additional Internet speed

### **Evaluation:**

#### **Possible Baseline Data**

- Community technology access surveys
- Lab, media center, and classroom schedules
- SDE Technology Counts survey or Smarter Balance Tech Readiness tool
- School technology plans
- Documentation of offerings provided via innovative delivery methods

#### **Data Sources to Be Used for Ongoing Evaluation and End-of-Program Report**

- Community technology access surveys
- Lab, media center, and classroom schedules



- SDE Technology Counts survey or Smarter Balance Tech Readiness tool
- School technology plans
- Observations and interviews
- District and school website information
- Documentation of offerings provided via innovative delivery methods
- Districts and school list of grants and community partnerships

#### **Section 4.5 Dimension 5 – Support Capacity – Objectives**

- The district will ensure that all students, including those with special needs, and teachers have access to electronic information resources.
- The district will ensure that the schools have an integrated, secure network infrastructure with dynamic bandwidth capacity to support fully converged networks that allow for communication, data collection and distribution, and distance learning.
- The district will have qualified technical staff, including one networking engineer per WAN or per ten LANs, one networking technician per LAN, and one end-user support technician per every five hundred users.
- The district will implement a disaster recovery plan for all points of failure in LANs and WANs, including redundant data storage, robust automated backup, and immediate hardware recovery.
- The district will implement an obsolescence/upgrade plan to replace and recycle equipment and software.
- The district will increase its ability to design Web pages and Web-based instruction that are accessible to students and staff with special needs in accordance with Section 508 of the Rehabilitation Act of 1973 as amended by the Workforce Improvement Act of 1998.

#### **Strategies**

- Maintain a technology inventory that includes the status of current network/Internet access, workstations and other devices available for access, software applications available for addressing state academic standards, peripherals, and other factors related to universal access to network resources; Conduct needs assessments (1) to identify required network components, workstations, and other devices needed for network access, including assistive technology devices, and (2) to identify and evaluate software applications required to meet academic needs as well as peripherals and other resources required to create universal access to network resources; Create a district strategic plan for acquiring and implementing the technology, including assistive technology, that is required to provide universal access to network resources; Develop the district strategic plan with input from all segments of the school community—students, teachers/staff, therapists, administrators, parents, community members, community agencies, and local businesses—and include in the plan a mechanism for review and revision as needed; Seek school and district funding from available local, state, and federal sources, including E-rate, grants, and bonds

- Communicate in the district technology plan a vision for multimedia infrastructure designed to support instruction; Establish a system for identifying, specifying, prioritizing, and managing equipment for multimedia development in direct support of curricular and professional development objectives; Ensure the installation, maintenance, and support of multimedia-capable teacher stations in classrooms including data projectors with Interactive White Boards to support large-group instruction; Research and implement an integrated network infrastructure capable of utilizing all distribution modules; Use bundled distribution packages as a primary means of distribution to manage fully converged networks; Install and maintain networks, virus protection, and Internet filtering according to industry standards by implementing systemic, state-of-the-art network security tools at all levels of access to LANs, WANs, and other networks; Assess LAN/WAN technology currently implemented to determine SNMP (simple network management protocol) compliance; Implement a district network management tool that performs automated software installation
- Use statewide minimum staffing requirements and job descriptions, with a state-guided salary schedule, for the positions of networking engineer, networking technician, educational technology director, and support technician; Provide state-level network support for district engineers
- Ensure that disaster recovery plans are included in the district technology plan; Ensure that schools will have electrical distribution systems that provide isolated circuits in all classrooms and redundant power sources for mission-critical equipment; Implement a district management application that monitors bandwidth on the LAN and WAN and provides network failure alarms that can be accessed remotely
- Ensure that the obsolescence and upgrade plans are included in the district technology plan
- Provide training in basic Web page accessibility principles to staff, teachers—and, when appropriate, students—who design Web pages as part of the curriculum

### **Action Items**

- Continue to maintain our base computer operating system in a state compatible with industry standards.
- Standardize on software to maximize support.
- Maintain a ratio of technicians to systems of 1:500. Currently we are at 1:1400 Hire 2 additional full-time software support/computer technicians.
- Provide for a person that can be a secretary/help desk operator.
- Provide Technology Coaches or provide individuals with salary supplements for handling training at their site.
- Provide for a person that can be a secretary/help desk operator.
- Continue to provide technical training of the technology staff. Attendance at one local and one national conference per year.
- Update file servers and network software on a 3-year basis. These updates must include provisions for support, virus protection, backups, firewalls, Internet and email and security

- Increase the speed of the network by making modifications to switches, hubs, and the addition of fiber optics
- Continue to provide/improve handling of technology problems in a timely manner.
- Continue to standardize district hardware and software.
- Provide for maintenance contracts to support the network and infrastructure. These are highly complex systems that require highly specialized technicians. A maintenance contract would be cost effective for the district.

### **Funding Considerations for District and Schools**

- A. Salary and number of positions of the technology staff
- B. Firewall and virus protection
- C. Additional security equipment
- D. Technology refresh for all equipment and software

### **Evaluation:**

#### **Possible Baseline Data**

- District report cards
- Professional development tracking and surveys
- District, school, and community surveys
- School technology and improvement plans
- Documented access to technology resources
- Technology needs assessments
- Budget data

#### **Data Sources to Be Used for Ongoing Evaluation and End-of-Program Report**

- District report cards
- Professional development tracking and surveys
- District, school, and community surveys
- School technology and improvement plans
- Documented access to technology resources
- Technology needs assessments
- Observations and interviews
- Budget data

### Section 5: Cumulative Benchmarks

This section must contain a list of benchmarks expected to be met during the year. Include a timeline and method for assessing benchmarks periodically.

13-14	<p>Computer replacement of HS labs            Additional computers added to classrooms as needed            Hire 1 Technician            Tech Survey            Pilot program of Windows 8 tablets with high school teachers            Pilot program of Windows 8 tablets at 1 high and 1 middle school            Wireless Overlay at all schools based on coverage            Classroom computers added/replaced as needed</p>
14-15	<p>Computer replacement of Elementary labs &amp; all principals            Classroom computers added/replaced as needed            Hire 1 Technology Coach            Hire 1 Technician            Tech Survey            Additional Windows 8 tablets added across the District            Additional Wireless Access Point added as needed</p>
15-16	<p>Network electronics updated at most schools            Computer replacement of DO workstations &amp; middle school labs            Additional Wireless Access Point added as needed            Classroom computers added/replaced as needed            Hire 1 Technology Coach            Hire 1 Technician            Tech Survey</p>
16-17	<p>All file servers updated            Additional Wireless Access Point added as needed            Computer replacement of HS labs            Classroom computers added/replaced as needed            Hire 1 Technology Coach            Tech Survey</p>
17-18	<p>Computer replacement of Elementary labs &amp; all principals            Hire 1 Technology Coach            Classroom computers added/replaced as needed            Additional Wireless Access Point added as needed            Evaluate the progress in the technology plan            Technology refresh of Elementary labs</p>

## **Section 6.0 Monitoring, Evaluation, and Revision of Plan**

The status and effectiveness of the technology plan will be reviewed by the Director of Technology each calendar year. The findings will be presented to the District Superintendent, Assistant Superintendents, and Technology Office Staff once a year. Adjustments to this plan will be made on the as needed basis if it is deemed necessary.

### **Section 6.1 Monitoring and Evaluation Process**

While the scheduled formal monitoring will be completed once a year, there will also be an ongoing process of collecting and using standardized information to assess progress towards the stated objectives, tracking of the resource usage and assessment to determine if the original objective is still relevant to the needs of the district. Regular scheduled monitoring will provide more detailed operational information (mainly on outputs and results achieved by the projects and the program, financial stability and the quality of implementation mechanisms) and will allow for detection of warning signs.

### **Section 6.2 Incorporation of Evaluation Information for Ongoing Planning**

Since some of the objectives can change based on variables that were not present when this plan was written, there may be the need to adjust or to reallocate resources to other planned or unplanned objectives for the district. The data gathered in the scheduled evaluations, ongoing evaluations, and superlative directive will be used as to find the object least likely to come to fruition in the time frame allowed so those resources can be reallocated to address other issues either planned or unplanned.

### **Section 6.3 Processes and Timeline for Ongoing, Long-Term Planning**

The School District of Newberry County's long-term plan and the role of the district's technology initiatives will be decided not only in the district's annual Strategic Planning Retreat but also by any mandates or changes in the laws or regulations set down by either the State of South Carolina or by the South Carolina State Department of Education.

## Required Appendixes

### Appendix 1: Acceptable Use Policy

#### *Administrative Rule*

#### **USE OF DISTRICT INFORMATION TECHNOLOGY**

#### **RESOURCES**

Code **IJNDB-R** Issued **5/12**

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**Please read the following carefully before signing the attached documents.**

Technology is a vital part of the education and the curriculum of the School District of Newberry County. In an effort to promote learning and expand educational resources for students, the district is making available computers, computer networks and Internet access for all students, faculty and staff. The district's goal in providing this service is to promote the educational use of technology to access and utilize information effectively. Access to these computers and networks will allow students to be successful in accomplishing this goal by allowing them to communicate with others on a global level and access educational materials worldwide.

With this access comes the availability of materials that may not be considered to be of educational value in the context of the school setting. However, on a global network, it is impossible to control all the materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on these networks far outweigh the possibility that users may locate materials that are not consistent with the educational goals of the School District of Newberry County. In compliance with the Children's Internet Protection Act (CIPA), 47 USC Section 254(h), the SDNC uses technological devices to filter and block obscene materials, child pornography or "harmful to minors" materials as defined by the CIPA.

Access to the computers, networks, technology and Internet is a privilege, not a right. With this privilege, there is also the responsibility to use the technology solely for educational purposes and not to access inappropriate materials. These guidelines are provided so that users are aware of their responsibilities when using the network. Any violations of these guidelines will subject users to appropriate disciplinary actions and possible denial of access to the network.

Prior to accessing information technology resources, parents/legal guardians will be provided with a copy of the policy and administrative rule to review with their student. If after reading the policy and administrative rule, parents/legal guardians agree that they understand the policy and administrative rule, that their student will comply with the guidelines set forth herein and that they understand the consequences for violating these guidelines, their agreement will be assumed without a written response. If the parents/legal guardians **do not** agree that their student will access information technology resources in accordance with the policy and administrative rule, the parents/legal guardians will sign a statement of opting out. The **Technology Use Opt-Out Agreement** will be placed in the student's permanent record and the student will not have access to school/district information technology resources.

### **Terms and conditions for use**

The following conditions for the acceptable use of computers and networks will apply to all district administrators, faculty, staff and students. All technology equipment will be used under the supervision of the site technology coordinator or classroom teacher.

- Users will not erase, rename, view or make unusable anyone else's computer files, programs or disks.
- Users will not let other persons use their name, logon, password or files for any reason (except for authorized staff members). Users will not reveal personal information about themselves as well as others (e.g., phone number and address).
- Users will not use or try to discover another user's password.
- Users will not use the computers or networks for any non-instructional or non-administrative purpose (e.g., games or activities for personal profit).
- Users will not use the computers for unlawful purposes such as illegal copying or installation of software.
- Users will not copy, change or transfer any software or documentation provided by the district, teachers or another student without permission from the site technology coordinator.

- Users will not write, produce, copy or attempt to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system or software. Such code is often called a virus.
- Users will not deliberately use the computers to annoy, bully or harass others with language, images or threats. Computers used to harass, intimidate or bully are defined as electronic communication devices reasonably perceived to have the effect of either of the following.
  - harming a student emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
  - insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school
- Users will not deliberately access or create any obscene or objectionable information, language or images such as pornography; indecent, vulgar, profane or lewd materials; or advertisements. Violation of this item may result in action by local, state or federal authorities.
- Users will not intentionally damage the system, damage information belonging to others, misuse system resources or allow others to misuse system resources.
- Users will not tamper with computers, networks, printers or other associated equipment except as directed by the teacher or site technology coordinator.
- Users will not download files from the Internet except with the permission of the teacher or site technology coordinator.
- Users will not download or operate Internet chat programs without prior written approval from the technology director.
- Users will not install personal software on school computers.
- Users will report all violations of these guidelines to the teacher or site technology coordinator.

### **Consequences of violations**



Use of the technology systems operating in the School District of Newberry County is a privilege and not a right. Violation of the policy and administrative rule concerning the use of technology will result in disciplinary actions similar to other code of conduct violations.

- Level 1 Warning: Student would lose computer privileges/Internet access until a parent conference is held. Further loss of privilege and length of time will be determined by the administration.
- Level 2 Pattern of abuse or flagrant violations: Any student who, after a Level 1 warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from class and recommended for suspension.
- Level 3 Expellable offense: Student could be expelled from school if he/she engages in conduct that contains the elements of the offense of criminal mischief as defined by local, state and federal law. Expulsion may be considered in flagrant violations that blatantly corrupt the educational value of computers or the Internet or compromise another computer network.

## **Reporting**

District and school computer technicians who are working with a computer and come across sexually explicit images of children must report this to building level administration and local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

## **Video surveillance cameras**

For security purposes, the district has installed video surveillance cameras on our campuses.

## **Personally-owned devices policy**

The district currently has limited Internet bandwidth provided by the State of South Carolina and limited wireless access in the schools. When given permission by school staff/administration, students are allowed to bring personal electronic devices (PED) to school for educational purposes. These devices should not be connected to the school network.

Students should keep personal electronic devices (including laptops, eReaders such as Kindle and Nooks, tablets, smart phones and cell phones) turned off and put away during school hours unless instructed by a teacher or staff use is appropriate for educational purposes. A signed acceptable use policy must be on file with the school office before the student will be allowed to use a PED. Any violation of this agreement may result in suspension of this privilege and/or disciplinary action.

The following will apply to the use of a PED.

- A PED is to be used for educational reasons.
- A PED may only be used in the classroom with permission from the instructor.
- A PED will not be given access to the district's online resources or the Internet. A PED may not be connected, or attempt to connect, to any networking resource either through a standard wall connection or a wireless connection.
- The district will not provide any support to a PED at any time.
- The user will acknowledge that he/she has read the district's acceptable use policy and understands and agrees to abide by the acceptable use policy.
- The user assumes all responsibility for his/her PED and its use on district property. Neither the district nor the school is responsible for theft or damage to the PED.
- A PED may be confiscated at any time if these guidelines are not followed. Return of the device will be based on district policy.

Inappropriate use of a PED may include, but not be limited to, the following.

- accessing the Internet
- playing games

- listening to music
- watching video
- sending messages
- taking pictures
- recording (both sound and video)
- use of the device to cheat
- harassment or bullying

Consequences for misuse may include the following.

- verbal or written warning to the student
- device confiscation
- suspension of use of the device
- contact of the student's parents/legal guardians, SRO or the police
- suspend or expel the student in accordance with the district's student discipline procedures

### **E-mail usage**

The district's e-mail is available to authorized users for educational and district related purposes. The district prohibits the use of its e-mail system for unprofessional or inappropriate purposes including, but not limited to, the following.

- any use that violates local, state and/or federal laws or regulations
- setting up or operating a commercial business
- e-mail that could be perceived as harassing, offensive, threatening, obscene, sexual, racist or discriminatory to the receiver

In compliance with the Federal Rules of Civil Procedure sections 16, 24, 34 and 37, the School District of Newberry reserves the right to archive, monitor and/or review all use of its e-mail system. Users should not expect the right to privacy in any electronic message created, transmitted or received on the district's e-mail system. All e-mails transmitted on the district's e-mail system are property of the School District of Newberry.

Issued 4/27/97; Revised 6/25/01, 1/26/09, 5/21/12

**FILE: IJNDB-E (1)**

## **USE OF TECHNOLOGY RESOURCES STUDENT CONSENT FORM**

The district strongly believes in the educational value of technology resources and recognizes their potential to support curriculum and student learning by facilitating resource sharing, innovation and communication. Therefore, the district is pleased to offer our students access to district technology resources, including its computers, network, Internet access, e-mail and other technology, to further the educational experience of our students.

Parents/Legal guardians and students are advised that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the district strives to ensure that its students using its technology resources are not exposed to information that is harmful to minors or otherwise inappropriate for the educational setting, the district cannot guarantee that filtering software and reasonable supervision will, in all instances, successfully prevent access to inappropriate materials. Therefore, to have access to the Internet and e-mail, sources of information over which the district has limited control, the district requires parental consent and the student user's acknowledgment that he/she will comply with school and district policies, rules and procedures while using district technology resources.

Parents/Legal guardians and student users are advised to read carefully policy IJNDB and administrative rule IJNDB-R, Use of District Information Technology Resources. Student users must be familiar with and comply with these documents. Noncompliance may result in discipline, a loss of the privilege of using the district's technology resources and other consequences, including the involvement of law enforcement.

### **Student Internet/computer use agreement**

I understand that the district may provide me with access to e-mail and the Internet, as well as other technology resources, and that this access is provided to me only for educational purposes.

I agree that I will not utilize district technology resources without permission from the responsible teacher or other district personnel. I understand that my computer use is not private and that my teacher and others may be able to access and view files I store on district computers and servers. I also understand that the district may monitor my activity on the computer system.

I understand that I may not disclose personal information about myself, such as my home address or telephone number, while using district technology resources.

I understand that I have no right to use the district's technology resources. I am only given a limited privilege to use these resources, and as a condition of such use, agree to abide by policy IJNDB, administrative rule IJNDB-R, and other school or district instructions with respect to the use of these resources. I understand that my failure to do so may result in disciplinary action, a loss of computer access privileges and other consequences.

Print student name:

---

Student signature: \_\_\_\_\_ Date:

---

Print grade: \_\_\_\_\_

### **Student PED use agreement**

I understand and will abide by the Personal Electronic Device Agreement (IJNDB-R). I understand that if I do not comply with the agreement that my privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

Print student name:

\_\_\_\_\_

Student signature: \_\_\_\_\_ Date:

\_\_\_\_\_

Print grade: \_\_\_\_\_

**Parent/Legal guardian PED/Internet use agreement**

As the parent/legal guardian of this student, I have read the Internet/computer and PED agreements. I understand that these privileges are designed for educational purposes.

I understand the School District of Newberry County has taken precautions to prevent controversial Internet material. However, I also recognize that it is impossible to restrict access to all controversial materials and will not hold the the district responsible for controversial materials accessed on school grounds.

I hereby give permission to my child to access the Internet and to use a PED on school grounds.

Print Parent/Legal guardian name:

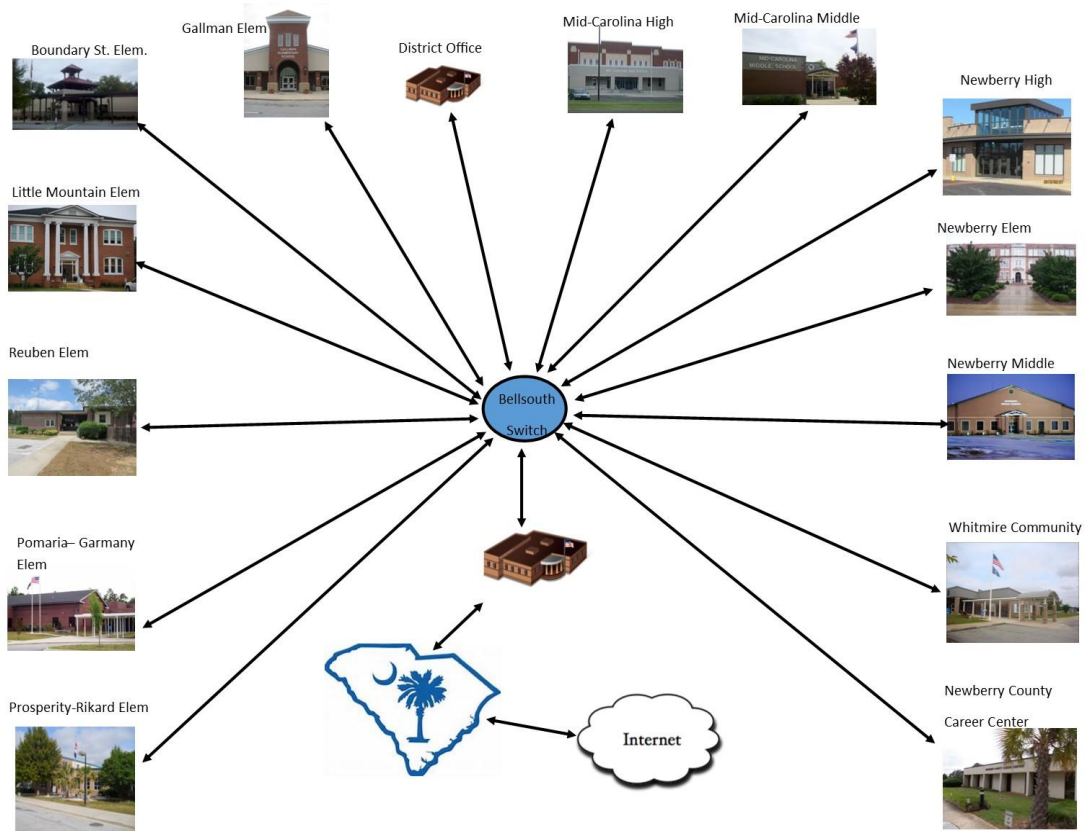
\_\_\_\_\_

Parent/Legal guardian signature: \_\_\_\_\_ Date:

\_\_\_\_\_

Failure to sign the letter of agreement will result in the loss of PED and Internet privileges for that student.

### Appendix 2: Network Diagram



## Appendix 3: Projected Technology Budget: Technology Funding Sources

### The Schools and Libraries Program (E-rate)

Full access to telecommunications and information resources makes possible the rich teaching and learning that take place in schools and libraries. For these institutions to provide the high level of service necessary for their students to participate fully in American society, the costs can be great. Telecommunications and Internet access, the hardware needed for assembling local networks, and maintenance of systems and machines can stretch budgets that are already under stress.

The universal service Schools and Libraries Program, commonly known as “E-rate,” provides discounts of up to 90 percent to help most schools and libraries in the United States obtain affordable telecommunications and Internet access.

### Allocated Funds

The SDNC has a Technology budget that includes a refresh program for our lab and media center computers as well as our administrative and teacher computers.

#### DATA PROCESSING SERVICES

100-266-316-0100-01 DATA PROCESSING SERVICES	4,500.00
	<u>4,500.00</u>
100-266-323-0000-01 DATA PROCESSING REPAIR & MAINT.	147,905.00
	<u>147,905.00</u>
100-266-332-0000-01 DATA PROCESSING TRAVEL	3,000.00
	<u>3,000.00</u>
100-266-390-0000-01 STAFF DEVELOPMENT	2,000.00
	<u>2,000.00</u>
100-266-410-0000-01 DATA PROCESSING SUPPLIES	14,570.00
	<u>14,570.00</u>
100-266-540-0000-01 DATA PROCESSING EQUIPMENT	100,870.00
	<u>100,870.00</u>
100-266-545-0000-01 TECHNOLOGY EQUIPMENT	386,000.00
100-266-545-0000-17 TECHNOLOGY EQUIPMENT	19,934.00
100-266-545-0000-30 TECH. EQUIP. NON-EXPEND.	19,934.00
	<u>425,868.00</u>
100-266 DATA PROCESSING SERVICES	698,713.00
	<u>698,713.00</u>
	<u><u>698,713.00</u></u>





STATE OF SOUTH CAROLINA  
DEPARTMENT OF EDUCATION

Mick Zais  
Superintendent

1429 Senate Street  
Columbia, South Carolina 29201

**TECHNOLOGY PLAN APPROVAL FOR DISTRICTS AND SCHOOLS UNIVERSAL  
SERVICE PROGRAM**

The South Carolina Department of Education is certified by the Division of USAC to approve technology plans for participation in the Universal Service Program.

The Newberry School District has a technology plan that meets the standards and criteria outlined in the following checklist.

**THIS TECHNOLOGY PLAN IS VALID THROUGH FUNDING YEARS 2013 to 2016  
(7/1/2013) to (6/30/2017)**


**A NEW DRAFT PLAN IS DUE TO SCDOE BY: 10/31/16**

**A NEW FINAL PLAN IS DUE TO SCDOE BY: 3/30/17**

**CHECKLIST**

Successful technology plans align overall District service improvement objectives with the following five criteria. To qualify as an approved Technology Plan for a Universal Service Program discount, the plan must meet these criteria. It is critical that technology planning not be viewed or treated as a separate exercise dealing primarily with hardware and telecommunications infrastructure. There must be connections between the proposed physical infrastructure of the information technology and the plan for professional development, curriculum reform, and District service improvements.

1. The plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services.
2. The plan has a professional development strategy to ensure that staff knows how to use the new technologies to improve education.
3. The plan includes an assessment of the telecommunications services, hardware, software, and other services that will be needed to improve education.
4. The plan provides for a sufficient budget to acquire and maintain the hardware, software, professional development, and other services that will be needed to implement the strategy for improved education.
5. The plan includes an evaluation process that enables the district and its schools to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

  
Wendy Spivey  
Director, Office Total Quality Management

3-24-14  
Date

