EDUCATION – PRIORITY 1

Taylor County School District

Technology Plan

2010 - 2015

June, 2011

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The School Board of Taylor County

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<u>Policy Highlights</u>

This policy will provide guidelines for the use of information technology in the Taylor County School District. Acceptable uses of the network are activities which support learning and teaching.

(1)   All use of information technology services shall be consistent with the mission, goals, policies, and priorities of the District. Successful participation in a network requires that its users regard it as a shared resource and that members conduct themselves in a professional, responsible, ethical, and legal manner while using the network.

(a)   Network accounts shall be used only by the authorized users of the accounts for the purposes specified. All communications and information accessible via the networks are the property of the School Board. Misuse shall result in the removal of participant access rights and authorization. Authorized users shall be ultimately responsible for all activity under their account and password.

(b)   Any use of the District's information technology for illegal, inappropriate, or obscene purposes, or in support of such activities, shall be prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the District's mission, goals, policies or procedures.

(c)   Any use of the District's information technology for commercial purposes, product advertisement or political lobbying shall be prohibited.

(d)   No guarantee can be made for the privacy of any communication on the network.

(e)   All network users shall adhere to the rules of copyright regarding software, information and the attribution of authorship.

(f)   The District cannot completely eliminate the possibility of unwanted access to users, nor can users be completely prevented from accessing services or information that is offensive to or inappropriate for certain groups of users. Individual users must be responsible for their own access and conduct in using District information technology.

(g)   Student use of the network shall be properly supervised.

(h)   Use of the network shall require a signed agreement to adhere to the acceptable use policy.

Information Technology
Acceptable Use Policy

The School Board of Taylor County

Introduction

The Taylor County School District provides an exciting opportunity to expand learning for students and teaching for educators with the use of information technology. With this opportunity comes the responsibility for appropriate use.

Overview

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. The District supports resources that will enhance the learning environment with *directed guidance* from the faculty and staff. The School Board does employ filtering technology that in most cases will block obscene, pornographic, harmful and other material inappropriate. It is impossible to control all materials on a global network, and a user may discover inappropriate information even with special controls in place, and even with close adult supervision in effect.

Guidelines

Access to information technology is a privilege, not a right. If a user violates any of the acceptable use provisions outlined in this document, access to the network may be revoked. Some violations may also constitute a criminal offense and may result in school disciplinary or legal action.

1) Acceptable Use

- Must be in support of education and research consistent with district policy

- Must be consistent with the rules appropriate to any network being used/accessed

School and district administrators will make the final determination as to what constitutes acceptable use and their decision is final.

2) Netiquette

- Be polite.

- Do not use vulgar or obscene language.

- Use caution when revealing personal information.

- Electronic mail is not guaranteed to be private, and is subject to Florida's Public Records Law.

- Do not intentionally disrupt the network or other users.

- Abide by generally accepted rules of network etiquette.

3) Security

- If you identify a security problem, notify a system administrator immediately.

- Do not show or identify a security problem to others.

- Do not reveal your account password or allow another person to use your account.

- Do not use another individual's account. Attempts to log on as another user may result in cancellation of privileges.

- Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

- Users may not connect computer equipment that is not School Board property to the network without prior authorization from the MIS Department.

4) Penalties

- Any user violating these provisions, applicable state and federal laws, or posted classroom and district rules is subject to loss of network privileges and any other District disciplinary options, including criminal prosecution.

7) Unacceptable use

Unacceptable uses of electronic facilities include but are not limited to:

- Violating the conditions of the Florida State Board of Education's Administrative Rules dealing with students' rights to privacy
- Using profanity, obscenity or other language which may be offensive to another user
- Violating copyright law
- Using the network for personal financial gain or for any commercial or illegal activity
- Activities that do not adhere to the District's mission, such as chain letters
- Partisan political activity, political or religious advocacy, or activities on behalf of organizations having no affiliation with Taylor County Schools
- Unauthorized fundraising or similar activities, whether for commercial, personal or charitable purposes, unless specifically authorized by the Superintendent or his/her designee
- Accessing, storing, processing, displaying, possessing, printing, or distributing offensive or obscene material such as pornography, hate literature, sexually offensive or other inappropriate information
- Annoying or harassing another person, such as by sending undesirable e-mail or displaying uninvited web sites or by using lewd or offensive language in an e-mail message.
- Making racist or sexist comments or any other statements which demean a person because of his/her race, sex, sexual orientation, national origin, age, disability, color, or religion
- Any other usage that may create a potential legal liability for the district or compromise the school district in any way

All terms and conditions as stated in this document are applicable to all users of the network. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Florida and the United States of America.

Rev. 07/18/06

Taylor County School District

NETWORK APPLICATION: STUDENT

PLEASE PRINT ALL INFORMATION:

Student's Full Name: _____

Parent/Guardian Full Name: _____

STUDENT AGREEMENT:

I understand and will abide by the Taylor County School District Information Technology Acceptable Use Policy. I further understand that any violation of the terms and conditions of the Agreement or District Policies may constitute a criminal offense. Violations may result in the loss of my access privileges, school disciplinary action, and/or appropriate legal action.

Student Signature: _____ Date: _____

PARENT OR GUARDIAN AGREEMENT (Also required if applicant is under the age of 18)

As the parent or guardian of this student, I have read the Taylor County School District Information Technology Acceptable Use Policy. I understand that this access is designed solely for educational purposes and the Taylor County School District has taken reasonable precautions to supervise Internet usage. However, I also recognize that it is impossible for the district to restrict access to all information or materials and I will not hold them responsible for materials acquired on the network. I also accept full responsibility for supervision of my child or ward outside of the school setting and at home. I hereby give permission to establish an account for my child and certify that the information contained on this application is true and correct to the best of my knowledge and belief.

Parent/Guardian Signature: _____ Date: _____

File: cumulative folder

NETWORK APPLICATION: EMPLOYEE

PLEASE PRINT ALL INFORMATION:

Employee's Full Name: _____

EMPLOYEE AGREEMENT:

I understand and will abide by the Taylor County School District Information Technology Acceptable Use Policy. I further understand that any violation of the terms and conditions of the Agreement or District Policies may constitute a criminal offense. Violations may result in disciplinary and/or appropriate legal action.

Employee Signature: _____Date:_____

File: personnel

Rev. 07/18/06

Executive Summary

As the Taylor County School District has addressed its future use of technology, direction has been guided by an ongoing dialogue between staff, the board, students and parents. The District's Technology Advisory Committee consisting of teachers, administrators, and community members met over the course of a year to discuss technology-related issues. More than anything else, the use of technology in our schools should positively affect the education of our students. This goal is the determining factor for all decisions related to the purchase and application of technological resources. District administrators support technological advances and ensure accountability by creating an environment that promotes and rewards excellence and innovation.

Infusing the Next Generation Sunshine State Standards-aligned curriculum with technology is a priority in every classroom in the Taylor County School District. Students must be offered the opportunity to integrate technology into their learning experience at school and at home. Students are learning to access, process, manage, and retrieve information to achieve their educational goals utilizing the best technology our resources can provide.

The teacher is the critical factor in the effective integration of technology into the curriculum. The District provides ongoing staff development for hardware and software to support the use of technology in instruction. Increased training and support must be made available to teachers to maximize advances in technology-enhanced curriculum.

Remarkable progress has been made in the implementation of technology throughout the district. The use of technology in instructional strategies has been carefully planned, aggressively implemented and methodically evaluated. As a direct result, our vision of using technology-based curriculum has become a reality at our schools. Yet the Committee recognizes that schools are not in the same place regarding utilization of technology; schools have differing equipment and various levels of curriculum implementation. This plan was developed to assist sites in advancing their technology goals based on where they are today.

A comprehensive District Technology Plan and aligned individual school site Technology Plans must be in place to provide the vision, direction, and coordination of technology in the Taylor County School District. The District and the site Technology Advisory Committees will work together to ensure that all issues related to technology are addressed and evaluated on a continuing basis. Principals will be the leaders for the implementation of instructional technology at their schools. Their leadership will be essential in modeling a commitment to technology, providing meaningful professional development and ongoing support.

1. Mission Statement

The Taylor School District is a rural school system which concentrates on the mission of providing all students with the opportunity to acquire the knowledge and skills necessary to realize their potential.

> The Taylor County School District uses technology as a catalyst for creating a new standard of educational excellence, promoting collaboration and critical thinking in our schools, and preparing our students to pursue lives of continuous learning in a diverse global society.

1.1 Technology, Next Generation Sunshine State Standards, and Student Performance

The planning process resulted in the identification of three categories of goals that are integral to the successful accomplishment of the District technology mission. These goals are aligned with the National and State Department of Education Technology Plans and support the Next Generation Sunshine State Standards.

Learning Environment
Engaging students in their education in ways never before possible

- Enhance integration of technology in curricula
- Strengthen student information and communication technology (ICT) skills
- Enable opportunities to personalize and extend student learning
- Ensure use of technology-based assessments

Access
Expanding access to innovative digital technologies and learning opportunities

- Provide access to reliable infrastructure
- Improve opportunities to access digital content
- Increase access to digital tools
- Enhance access to student data

Support
Establishing the support necessary to improve students' rates of learning

- Enable technology leadership
- Ensure trained instructional technology staff
- Support ICT training for educators to enhance instruction
- Improve community involvement

2. General Introduction/Background

2.1. District Profile

Taylor County is a sparsely-populated rural district located 60 minutes southeast of Tallahassee, Florida. It's one of four counties in Florida that qualify for the Rural County Advancement Program, which is a U.S. Department of Agriculture initiative designed to address severe poverty and economic distress in rural counties. Taylor County is also recognized by the Governor's office as an area of critical economic concern. The school district is a single feeder system with an average free and reduced lunch rate of 63%. According to the Department of Public Health, 28% of the children in the county live in poverty.

The effects of a high unemployment rate, low per capita income, low adult education level, and high percentage of female-headed households living in poverty are reflected in three key indicators of our identified learner needs: socio-economic status, at-risk behaviors and academic performance. Children's academic success is largely influenced by the education of their parents. Illiteracy is a major problem in Taylor County because nearly 45% of the adults are functionally literate.

High rates of poverty combined with large geographic areas in which Internet access isn't available result in a student population that relies heavily on technology available in schools. Results from the Student Tool for Technology Literacy show that Taylor County's students perform below state average in all five indicators:

	Technology Operations & Concepts	Constructing & Demonstrating Knowledge	Communication & Collaboration	Independent Learning	Digital Citizenship
Taylor County	76%	62%	71%	65%	77%
State Average	77%	67%	74%	71%	80%

2.2 Planning Process

The Taylor County School District has had a comprehensive plan for the implementation of instructional technology since 1996. At that time the School Board commissioned a Technology committee under the leadership of Dr. Martha Haynes, then the MIS Coordinator, to develop a plan for the implementation of instructional technology throughout the district. The plan provided a clear direction for the integration of technology into the classroom. Taylor County School District has implemented the majority of the recommendations that were developed as part of the original Technology Plan.

Over subsequent years, the technology landscape has shifted dramatically. In order to stay proactive the District regularly reviews and revises its Technology Plan. The Plan builds on the many successes the District has experienced in the past. The main objective is to maintain the alignment of the District's goals with

technological advances and new educational priorities, as articulated by the Next Generation Sunshine State Standards.

Throughout the Technology Plan revision, input was sought continuously from district administrators and instructional staff, making the process user-driven. A number of technological initiatives have been developed by the District as part of our School Improvement Plans. Technology needs were assessed through individual interviews, strategic planning sessions, focus groups, and formal and informal surveys, as well as deliberations with potential partners, including vendors and national, state, and local organizations. Both educational and technical objectives are integrated into the Technology Plan.

The integration of technology into all facets of the curriculum is a priority goal established by the Superintendent of Schools and the Taylor County School Board. All students shall have access to appropriate technology. Technology benchmarks and standards, teacher training in curriculum alignment, as well as the introduction of technology coaches have given personnel the tools and support they need to implement the task of integrating technology into the curriculum.

Technology is also critical to meeting the needs of ESOL and special needs students. Short-term goals enable students to demonstrate progressive movement through functional curriculum and to achieve objectives of their individual education plans. Long-term goals include the continuation of staff training opportunities to provide the most current assistive technology and augmentative communication devices available.

2.3   Collaboration with Adult Literacy Providers

Taylor County School District has long-standing collaborations with several educational partners in the area, including an articulation agreement with North Florida Community College.

Several grant-funded district initiatives provide adult literacy programs to Taylor County residents. The District's Adult Literacy Program serves the Taylor County population at several remote sites throughout the county. The following six organizations provide space and support within their facilities for mini-community technology satellite centers:

- The Taylor County School District
- The Taylor County Boys and Girls Club
- The Taylor County Extension Service, 4H division
- The Jerkins Youth Center
- The Taylor County Chamber of Commerce
- The Taylor County Public Library

This provides technology access to parents and their children. Intergenerational family literacy programs include TABE assessment, pre-GED, GED, and adult basic education.

3. NEEDS ASSESSMENT/GOALS

3.1 Process of Determining District Needs

In the summer of 2010, District administration initiated a comprehensive technology needs assessment that included focus groups with principals and School Advisory Councils, program questionnaires, and qualitative interviews with personnel, parents, and students. Results from the Florida Innovates Survey (100% of Taylor County Schools participated) and the Readiness Gauge, outcomes of deliberations held with a number of teachers and administrators, and discussions held with several potential partner organizations were also analyzed. All of these inputs were combined to determine and prioritize district needs.

3.2 Identified District Needs

Telecommunication Services and Technology Infrastructure

Communication technology is progressing rapidly, as are all other areas of computer and electronic development. The typical single-user computer is no longer an isolated device. Through local and wide area networks the computer can provide access to a vast selection of tools, information, and services, becoming a virtual window to the world. It is incumbent upon us to provide students with opportunities to develop information and communication technologies skills. We are also compelled to explore the cost savings and increased productivity that communication technology offers the District's business and administrative departments.

In order for students to fully participate in the global community, the District must ensure that current technologies are available to them. Care must be taken to ensure the District does not chase technology for technology's sake, but rather manages technology to achieve our objectives related to the development, delivery, and integration of learning. With this in mind, the District has established a clear set of objectives related to the how communication technology should be addressed:

- To review the availability of school administrative software and hardware to ensure that schools have access to the most effective and efficient information management systems;
- To determine levels of electronic records storage and to develop an interface between these levels for the purpose of transferring appropriate data files;
- To review the current delivery method of voice and data communications among all schools, the District office, and the state database to ensure that the District gains the best functionality and value;
- To establish ubiquitous access to e-mail service for faculty, staff, and administration;
- To establish high-speed Local Area Networks in each school;
- To provide access to local and remote sources of information using standard Internet hardware, software, and services;

- To encourage parent and community involvement with district-wide network services in an effort to improve public relations, home-school communication, extra-curricular activities involving computers, and volunteer advice and assistance;
- To establish priorities and timelines for more effective data, voice, and digital image distribution throughout the district.

Programming and Software

Computer technology in education and the workplace is growing in both specialist and general purpose areas. Most occupations now require basic computer literacy, and there are many career positions that require technical specialty skills. We must, therefore, strive to integrate computer applications into curricula at all levels and at the same time provide specialist courses with detailed emphasis on current and emerging technologies. As computer technology penetrates the workplace, approaching the point of ubiquity, we must ensure that all students receive the amount of computer-related instruction required to compete and succeed in the global workplace.

Technology is changing the way students learn. Students are able to access information in new and exciting ways. No longer will students act as sponges and simply absorb information provided to them by a teacher standing at the front of the class. New technology provides students with access to up-to-date information available anywhere in the world. Because technology is integrated over all curriculum areas, it is crucial that all students have access to computers. Regardless of the courses selected, students will require computer resources for: word processing, business education, Internet access, network skills, Web-based research, computer-aided design (CAD), computer assisted instruction (CAI), assistive technology, etc.

Equipment

In consideration of limited funding for purchasing, support, and maintenance of computer technology, it is important to purchase and install standardized technology. This can be a particularly difficult challenge due to the constant and rapid rate of change in hardware, software, and communication technology. Nonetheless, we focus our limited resources on current and standardized equipment in order to avoid the cost of supporting large numbers of obsolete equipment, non-standard software and hardware, and increasingly diverse ability levels of our user population.

Technology Infrastructure

A wide area network (WAN) has been established, with all schools connected to the administrative complex with fiber. This provides high-speed connectivity to each classroom and administrative office in the district.

The District's Internet connection is monitored for bandwidth utilization in order to ensure that the available capacity matches demand.

Technical Support

In order to take maximum advantage of our technology, the District must provide properly trained personnel to keep the network running smoothly and help users fully utilize resources. Adequate support staffing has not kept pace with the acquisition of new technology. The number of support personnel necessary is a function of many variables, including the number and level of training of the district's users.

Training Needs

The need for technical staff development is assessed through multiple indicators. Progress toward the effective integration of technology in the teaching and learning process is measured through the Inventory of Teacher Technology Skills. The indicators of this inventory show areas in which Taylor County's teachers are above state average, as well as areas in which there are opportunities for improvement:

	Basic Operations	Productivity	Communication	Research	Planning, Management, & Instruction	Social, Ethical, Legal & Human Issues
Taylor County	85%	81%	90%	80%	85%	93%
State Average	82%	83%	88%	78%	86%	84%

The multiple indicators of the effective integration of technology have been collected and used in the design, development and implementation of the staff development plan.

3.3 District Technology Goals

Short Term

These goals are listed in order of priority. After a planning period of six months, implementation will take place within twelve months.

1. Research and begin implementation of new integrated student information, human resources, and finance system;
2. Continue the installation of projectors, interactive whiteboards, and cameras in every classroom;
3. Research and plan the next upgrades to the network infrastructure;
4. Improve the process of instructional technology selection;
5. Continue the implementation of the five-year technology refresh cycle;
6. Replace aging mobile laptop labs.

Long Term

These goals are listed in their order of priority. After a research and development phase of one year, the goals will be implemented during the 2011 – 2013 school years.

1. Use virtualization to continue to consolidate the number of servers in the district;
2. Convert every network in the district to Gigabit Ethernet ;
3. Replace client-based software applications with web-based versions wherever feasible;
4. Establish Technology Facilitator positions at each school site;
5. Improve parent access to student data;
6. Improve utilization of the district Web site and social networking tools to communicate with staff, parents, students, and the general public;
7. Further utilize technology to automate tasks and improve efficiency, including grades, attendance, AIP and IEP entry.

4. FUNDING PLAN

4.1. Funding Sources

The plan is funded in part or in whole by capital outlay (recurring), general funds (recurring), federal programs and grants (recurring and non-recurring), and foundation grants (non-recurring).

Additional human resources for technology support are critical to successful implementation of this plan. A commitment to staffing for school based technology facilitator and technology professionals is essential. The local technology support provided through these positions will be instrumental in integrating technology into

our schools and programs. The human resource costs are based on implementing the additional staffing as the technology implementation is planned and executed. The costs do not reflect our current technology support staff, only the additional staff responsibilities identified by the plan. The yearly costs of this additional technology support staff over the 5-year life of the plan will increase the current budget by $ 60,000 per year.

A significant degree of site-based decision-making is integral to successful implementation of the plan. School Technology Committees will work in conjunction with district technology staff to implement the plan. A District Technology Committee, consisting of School Technology Committee representatives and district staff will evaluate and, if necessary, modify the plan each year. The District Technology Committee will set priorities based on current needs and funding available.

Funding from Enhancing Education Through Technology (EETT) grants will be used in accordance with the specifications of those grants. Part I of the grant awarded $8,000 to the District, and Part II projected funding is $750,000. At least 25% of EETT funds are spent on professional development, and no more than 5% are spent on administrative costs. The remainder will be spent implementing the required and optional strands and focus areas identified in the grants.

4.2 Projected Budget

Annual technology budget based on 5 year technology lifecycle:

Item	Quantity	Cost	Total
Hardware Replacement	400 Computers 100 Printers	$ 1,100 200	**$ 440,000** **20,000**
Software Licenses and Support		80,000	**80,000**
Enterprise Systems		40,000	**40,000**
Servers	2	5,000	**10,000**
Network Upgrades		35,000	**35,000**
Technology Facilitators (Supplemental Pay)	7	2,000	**14,000**
Total 2010 - 2015			**$ 639,000**

4.3 Allocation of Public School Technology Fund (PSTF)

PSTF funding has been discontinued.

5. Technology Acquisition Plan

5.1 Instructional Technology

The District is committed to providing the technology support, training, and in-service necessary to function effectively to all members of staff. However, given the rapid changes in the evolution of hardware and software, combined with the short life span of resources in this area, it is necessary to limit support to those resources which can most effectively meet the objectives of this plan. Given these needs, it is essential that district standards for hardware and software be established and adhered to. These standards will change over time as new generations of hardware and software are developed. The establishment of these standards will provide direction to schools in their planning for acquisitions in this area and will allow support services to focus on the most efficient means of operation.

5.2 Acquisition of Software and Technology-Based Educational Materials

A Technology Advisory Committee ("TAC") has been established at each school which is comprised of faculty and staff who have been selected by their colleagues to represent departmental interests and needs in instructional technology. Annually, all faculty members submit a written request for hardware/software. The requests include goal statements aligned with the Florida Next Generation Sunshine State Standards. These statements will be incorporated into the technology plan for future development. Based upon prioritized faculty and program needs, the school TAC will approve the requests and submit them to the District MIS Department, which authorizes the expenditure of monies. From this annual request form, future needs can be assessed, justified, and accommodated, as funds become available.

5.3 Acquisition

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Staff Development	X	X	X	X	X	X	X	X	X	X	X	X
Annual Technology Refresh	X	X										X
Server Purchase & Replacement	X					X						
Software License Purchase & Renewal	X											
Network Upgrades	X					X						

5.4 Acquisition and Maintenance of Technology-Based Educational Materials

A. Hardware/ Facilities

- New equipment/facilities will be acquired following the priorities and guidelines of the master purchase/replacement plan.
- Choosing hardware will come AFTER reviewing curriculum and looking at available software.
- Hardware will support the curriculum goals and objectives.
- School TACs will develop, maintain, and update (annually) a prioritized master plan for the purchase and replacement of technology hardware.
- The District TAC will develop, maintain, and update an annual budget / budget request for the purchase and replacement of technology hardware.

When choosing hardware and software, these questions will be addressed:

- What functions and capacities must the equipment possess?
- What is available in the District?
- What is our budget?
- What are the sources of funds?
- Where will it be physically located?
- What furniture will be needed?
- Will facilities need to be modified to accommodate the equipment? If so, at what cost?
- What vendor/maintenance support is available?
- What in-service or training will be necessary for staff/students?

Once this is accomplished a set of specifications and selection criteria will be written. Consideration will be given to:

- Function and capacity
- Software compatibility
- Durability
- Repair experience
- Technical support
- Maintenance availability/Maintenance agreements
- Cost
- In-service/Training
- Plans and requests will be reviewed by the appropriate administrators, and the School/District TACs.

- The Technology Coordinator will work with each school administrator to facilitate district-wide coordination of acquisitions.
- Equipment purchase will be made in an attempt to standardize the equipment inventory of the District, minimizing the variety of equipment to be maintained.

B. Existing Equipment

- Existing equipment will be maintained following a regular schedule appropriate for each technology.
- A budgetary process will be developed in cooperation with principals and MIS to provide for ongoing repair/maintenance.
- Where feasible, local staff will be trained to provide support in addition to those services available through MIS.

C. Facilities

- Appropriate facilities will be provided for IT equipment.
- Whenever new or renovated facilities are planned, provision will be made for furniture and wiring for digital data, video, audio, and telecommunications. Every room in every school will have these capacities.
- Each Media Center will have a sufficient number of Internet-connected workstations available for student use.
- Each school will develop a plan for its short- and long-range technology needs.
- When acquisition of new equipment requires building renovation, the Technology Coordinator will be involved and alternatives will be explored.

D. Software and Support Materials

- Appropriate application software will be acquired at each level in order to implement/supplement established curriculum goals and objectives.
- Staff will be provided in-service on the selection and use of software.
- Acquisition will be coordinated at each level to avoid duplication of purchase.
- Software will be related to Next Generation Sunshine State Standards aligned curriculum goals and objectives.
- The following questions will be considered as a part of software evaluation:

  - How does the software meet curriculum objectives?
  - What software is already available in the district?
  - What are the copyright /copy protection guidelines related to this software?

- Will it run on our equipment?
- What in-service, if any, will be necessary to use it?
- Software will be available to all students on an equitable basis, making the curriculum fully accessible for all segments of our culture.
- Each school, department, and grade level will also consider software which will add to and/or upgrade the offerings available to their students.

E. Evaluation

- An annual method to review, update, and add to present equipment and software will be developed.
- An annual review of this technology plan will be carried out in order to provide direction for both current and future technologies.

5.5 Technical Guidance for Purchasing Decisions

Technical guidance will be provided to school and district personnel responsible for making strategic technology-related purchasing decisions from the following sources:

- The District MIS Coordinator
- Florida Innovates Survey
- The Readiness Gauge
- The Florida Educational Technology Plan
- Local business partners with technology experience
- The Panhandle Area Educational Consortium ("PAEC")
- Other school districts
- Vendors

6. Access

6.1 District Standards for Equitable Access

The District is committed to providing equitable access to technology to the broadest possible range of students and staff. Access policies and procedures are designed to provide users with the information needed to help them in their roles as students or staff, while ensuring that privacy, copyright, and related laws and statutes are adhered to.

A. Intellectual property rights, licensing agreements, and legal/ethical standards for sharing of resources with other educational entities

All district personnel are informed of intellectual property rights, licensing agreements, and legal/ethical standards for sharing of resources with other educational entities as soon as they become technology users. This information is included in the District Network Acceptable Use Policy and is reinforced by memorandum on a regular basis.

B. Public and private partnerships

The development of public and private partnerships is a continuing effort actively encouraged by the District.

C. Articulation agreements

Articulation agreements are established as necessary.

D. New Technologies

Although new technologies will continue to emerge, several broad goals for the use of technology in instruction remain valid.

All students will have access to and use appropriate technologies to:

- Expand their participation in the global community;
- Explore the universe through simulations that represent activities which cannot have taken place within the confines of the classroom;
- Manage and use databases in order to examine information and to create, organize, and store new files for meaningful interpretation, presentation, and planning;
- Create enhanced printed documents for sharing or publication;

- Produce edit, and format content for classroom and personal use;
- Conduct experimental and traditional mathematics by focusing on solving problems, searching for patterns, and elaborating concepts;
- Create products that reflect originality, flexibility, elaboration and fluency;
- Represent spatially two and three-dimensional objects for visualization and for communication of ideas through graphics;
- Collect, organize and represent physical data in laboratory and field settings;
- Explore the relationship of current course work and personal portfolio to future careers, college or apprenticeships as a form of self-assessment;
- Heighten and extend aesthetic experiences;
- Pursue courses of study that specifically relate to the interrelated use of technologies;
- Have the option to receive specific hands-on training in technology for the workplace;
- Have the opportunity to access information across disciplinary lines within the school and community.

E. Equal Access
Every student will have equal access to the benefits of technology in the learning process.

F. Equitable Access
There will be equitable access for all teachers and students to the resources of the Taylor County Schools throughout the school day in a variety of educational settings.

G. Availability
The Taylor County School District's networking and computing resources should be available to all teachers and students both before and after regular school hours, on non-school days, on weekends and during summer holidays.

H. Intellectual Property
The District has developed necessary guidelines and policies related to intellectual property rights and the ethical use of the proposed information technologies.

6.2 Acceptable Use Policy

The District has implemented a Network Acceptable Use Policy (see Appendix) designed to meet the goals below:

- Protect the confidentiality of students
- Protect intellectual property rights
- Adhere to license agreements
- Address legal/ethical standards for sharing of information with other educational entities
- Adhere to the Children's Internet Protection Act ("CIPA")
- Adhere to the Family Educational Rights & Privacy Act ("FERPA")

6.3 Technology Protection Measures

Taylor County School District has purchased and implemented an Internet filtering system. It protects against access by adults and minors to visual depictions that are obscene, child pornography, and other subjects harmful to minors. It can be disabled by the MIS Department for adults engaged in bona fide research.

7. User Support Plan

7.1 Network Management and Improved Support for End-Users in Classrooms

The configuration, installation, and maintenance of the network are the responsibility of the MIS Department. MIS regularly monitors the network for problems such as bandwidth saturation, excessive error rates, and attempts to compromise security. The network monitoring infrastructure includes tools that provide automatic notification in the event of problems.

End-user support at the desktop level is ultimately the responsibility of the MIS Department, but trained staff at each site will assist and act as first-tier support contacts. Users who have problems that cannot be solved by their local contacts submit an electronic work order via the district Web site. The work order is then entered into a database for tracking purposes, and is assigned to a technician.

7.2 Development of District Technical Support Options

Over the past few years, numerous technological advances have been made which allow improved delivery of user support at the desktop level. These advances include the ability to update a remote computer's software from a central location, and the ability to remotely connect to a desktop for troubleshooting or training purposes.

The District has implemented this district-wide. This allows the District to offer support and assistance to end-users in a more timely fashion, and to ensure that all computers have the latest software enhancements and fixes installed immediately on release.

When replacement parts are required, the technician works with the vendor to determine if the equipment is covered by a warranty. If it is, the technician orders the part and coordinates with the vendor to have on-site installation performed when applicable.

MIS has a budget for purchasing replacement parts for out-of-warranty equipment, and generally keeps a supply of parts in stock. However, the District is on a five-year technology refresh cycle (i.e., 20% of computers are replaced annually), and computers are purchased with five-year warranties. Thus, the cost of replacement parts is generally built into the purchase price of equipment.

8. Professional Development

8.1 Technology in the Classroom

The District provides a wide variety of training opportunities and activities to all of its faculty, staff, and administration. Each school or work site has funds designated for use at that site. The site administrator makes decisions as to how these funds are expended at each site with input from teachers, staff and the school advisory councils. The District coordinates its training activities through its Teacher Education Center Council and the Director of Personnel. The Director of Personnel serves as the District's staff development coordinator. Generally, all technology purchases are handled at the district level for the necessary hardware and software. School improvement plans are developed at each site and address the site specific technology needs of that particular school or center.

The District has been the recipient of at least one EETT grant during each opportunity cycle. In every grant application, funding is included for a full-time technology facilitator. One of the responsibilities of this position is to provide technology training to individuals and groups. This training includes the general use of technology, the integration of technology into curriculum, and data analysis.

8.2 Training Sources

The Taylor County School District is a participating member of the Panhandle Area Education Consortium (PAEC), and as such receives much of its training and technical assistance from them. The TETRIS Laboratory in Marianna, Florida is also a valuable source of training and information used extensively by teachers and staff in our district. Finally, the MIS Coordinator, Network Manager, computer technicians, and school-level technology contacts all provide training and technical assistance to teachers, non-instructional and administrative staff.

9. Program Evaluation

9.1 Ongoing Evaluation

Students will demonstrate master of the Next Generation Sunshine State Standards and district performance outcomes through the utilization of technology. Curriculum-based activities which use technologies to achieve instructional goals will continue to be generated through a collaborative effort between teachers, administrators, the MIS Department, and the Director of Instruction.

There will be several methods of evaluating the effectiveness of the integration of technology into the school curriculum. The methods may include, but not be limited to, logs, sign-in sheets, lesson plans, and in-service forms, and may include the following activities:

- Measurement of the percentage of teachers participating in and successfully completing technology training opportunities;
- Measurement of the use of digital video production tools by students and staff to produce content;
- Measurement of the use of multimedia publishing tools by student and staff for communication with external audiences;
- Monitoring the usage of the Internet for accessing global resources, participating in group projects, and uniting for a specific assignment.

9.2 Mid-Course Corrections

The field of educational technology is continually monitored by the District for new developments. As new technologies become available, the District acquires samples in order to test their effectiveness and applicability. Technologies that show promise are then implemented in small pilot programs, after which successful technologies are rolled out at school- and district-wide levels.

Appendix

The School Board of Taylor County

Information Technology
Acceptable Use Policy
&
Procedures

Policy Highlights

This policy will provide guidelines for the use of information technology in the Taylor County School District. Acceptable uses of the network are activities which support learning and teaching.

      (1)   All use of information technology services shall be consistent with the mission, goals, policies, and priorities of the District. Successful participation in a network requires that its users regard it as a shared resource and that members conduct themselves in a professional, responsible, ethical, and legal manner while using the network.

          (a)   Network accounts shall be used only by the authorized users of the accounts for the purposes specified. All communications and information accessible via the networks are the property of the School Board. Misuse shall result in the removal of participant access rights and authorization. Authorized users shall be ultimately responsible for all activity under their account and password.

          (b)   Any use of the District's information technology for illegal, inappropriate, or obscene purposes, or in support of such activities, shall be prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the District's mission, goals, policies or procedures.

          (c)   Any use of the District's information technology for commercial purposes, product advertisement or political lobbying shall be prohibited.

          (d)   No guarantee can be made for the privacy of any communication on the network.

          (e)   All network users shall adhere to the rules of copyright regarding software, information and the attribution of authorship.

          (f)   The District cannot completely eliminate the possibility of unwanted access to users, nor can users be completely prevented from accessing services or information that is offensive to or inappropriate for certain groups of users. Individual users must be responsible for their own access and conduct in using District information technology.

          (g)   Student use of the network shall be properly supervised.

          (h)   Use of the network shall require a signed agreement to adhere to the acceptable use policy.

Information Technology
Acceptable Use Policy

The School Board of Taylor County

Introduction

The Taylor County School District provides an exciting opportunity to expand learning for students and teaching for educators with the use of information technology. With this opportunity comes the responsibility for appropriate use.

Overview

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. The District supports resources that will enhance the learning environment with *directed guidance* from the faculty and staff. The School Board does employ filtering technology that in most cases will block obscene, pornographic, harmful and other material inappropriate. It is impossible to control all materials on a global network, and a user may discover inappropriate information even with special controls in place, and even with close adult supervision in effect.

Guidelines

Access to information technology is a privilege, not a right. If a user violates any of the acceptable use provisions outlined in this document, access to the network may be revoked. Some violations may also constitute a criminal offense and may result in school disciplinary or legal action.

1) Acceptable Use

- Must be in support of education and research consistent with district policy

- Must be consistent with the rules appropriate to any network being used/accessed

School and district administrators will make the final determination as to what constitutes acceptable use and their decision is final.

2) Netiquette

- Be polite.

- Do not use vulgar or obscene language.

- Use caution when revealing personal information.

- Electronic mail is not guaranteed to be private, and is subject to Florida's Public Records Law.

- Do not intentionally disrupt the network or other users.

- Abide by generally accepted rules of network etiquette.

3) Security

- If you identify a security problem, notify a system administrator immediately.

- Do not show or identify a security problem to others.

- Do not reveal your account password or allow another person to use your account.

- Do not use another individual's account. Attempts to log on as another user may result in cancellation of privileges.

- Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

- Users may not connect computer equipment that is not School Board property to the network without prior authorization from the MIS Department.

4) Penalties

- Any user violating these provisions, applicable state and federal laws, or posted classroom and district rules is subject to loss of network privileges and any other District disciplinary options, including criminal prosecution.

7) Unacceptable use

Unacceptable uses of electronic facilities include but are not limited to:

- Violating the conditions of the Florida State Board of Education's Administrative Rules dealing with students' rights to privacy
- Using profanity, obscenity or other language which may be offensive to another user
- Violating copyright law
- Using the network for personal financial gain or for any commercial or illegal activity
- Activities that do not adhere to the District's mission, such as chain letters
- Partisan political activity, political or religious advocacy, or activities on behalf of organizations having no affiliation with Taylor County Schools
- Unauthorized fundraising or similar activities, whether for commercial, personal or charitable purposes, unless specifically authorized by the Superintendent or his/her designee
- Accessing, storing, processing, displaying, possessing, printing, or distributing offensive or obscene material such as pornography, hate literature, sexually offensive or other inappropriate information
- Annoying or harassing another person, such as by sending undesirable e-mail or displaying uninvited web sites or by using lewd or offensive language in an e-mail message.
- Making racist or sexist comments or any other statements which demean a person because of his/her race, sex, sexual orientation, national origin, age, disability, color, or religion
- Any other usage that may create a potential legal liability for the district or compromise the school district in any way

All terms and conditions as stated in this document are applicable to all users of the network. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Florida and the United States of America.

Rev. 07/18/06

Taylor County School District

NETWORK APPLICATION: STUDENT

PLEASE PRINT ALL INFORMATION:

Student's Full Name: _____

Parent/Guardian Full Name: _____

STUDENT AGREEMENT:

I understand and will abide by the Taylor County School District Information Technology Acceptable Use Policy. I further understand that any violation of the terms and conditions of the Agreement or District Policies may constitute a criminal offense. Violations may result in the loss of my access privileges, school disciplinary action, and/or appropriate legal action.

Student Signature: _____ Date: _____

PARENT OR GUARDIAN AGREEMENT (Also required if applicant is under the age of 18)

As the parent or guardian of this student, I have read the Taylor County School District Information Technology Acceptable Use Policy. I understand that this access is designed solely for educational purposes and the Taylor County School District has taken reasonable precautions to supervise Internet usage. However, I also recognize that it is impossible for the district to restrict access to all information or materials and I will not hold them responsible for materials acquired on the network. I also accept full responsibility for supervision of my child or ward outside of the school setting and at home. I hereby give permission to establish an account for my child and certify that the information contained on this application is true and correct to the best of my knowledge and belief.

Parent/Guardian Signature: _____ Date: _____

File: cumulative folder

Taylor County School District

NETWORK APPLICATION: EMPLOYEE

PLEASE PRINT ALL INFORMATION:

Employee's Full Name: _____

EMPLOYEE AGREEMENT:

I understand and will abide by the Taylor County School District Information Technology Acceptable Use Policy. I further understand that any violation of the terms and conditions of the Agreement or District Policies may constitute a criminal offense. Violations may result in disciplinary and/or appropriate legal action.

Employee Signature: _____Date:_____

File: personnel

Rev. 07/18/06

E-Rate Technology Plan
Addendum & Certification
For E-Rate Funding Purposes
Funding Year 2011-2012

In an effort to address additional technology planning expectations of the Schools and Libraries (SL) program (E-Rate) administered by The Universal Service Administrative Company (USAC), the Florida Department of Education is providing this template to eligible entities. This plan addendum process is applicable to entities that submit their technology plans to the Office of Technology and Information Services – Education Data Center for approval, in order to amend their current technology plans as necessary. The plan addendum is intended to address program expectations as follows:

An assessment of the telecommunication services, Internet access, internal connections, hardware, software, and other services needed to improve education that are *requested on Form 470 and the Form 471 for E-Rate Funding Year 2011-2012 (i.e. the Form 470(s) reflects what is in your technology plan---Note: This includes the use of a state master contract's Form 470(s) as well).* The following are needed also:

- **Clear goals and a realistic strategy** for using the requested telecommunications and information technology to improve education or library services;
- **A professional development strategy** to ensure that staff know how to use these new technologies to improve education or library services; and
- **An evaluation process** that enables the school or library to monitor progress toward the specific goals and make mid-course (i.e. mid-year), corrections in response to new developments and opportunities as they arise.

During the September 2004 Train-the-Trainer session held in Washington D.C., the Schools and Libraries (SL) stated that they will be enforcing the original ruling that all applicants must have a technology plan written prior to filing a Form 470 for the upcoming funding year. The SL also requires that the technology plan include all items/services that will be listed on the Form 470 except for basic phone services (wireline/wireless phone lines). **The E-Rate technology plan must be approved prior to the time services requested on the Form 470 begin (normally July 1 of the FY).**

Entities are asked to submit the attached certification page discussing their application for E-Rate discounts for Funding Year 2011-2012. If an entity chose to apply for Priority 2 E-Rate discounts, they are requested to also submit the technology plan addendum section of this document. The addendum requests the entity to list in detail the services that were sought on the Form 470(s) for Funding Year 2011-2012.

NOTE:

Request all entities (not libraries) complete & submit the Addendum Certification Page whether or not they submit the E-Rate Technology Plan Addendum. The Certification Page is next.

Mail: **Rolando De Leon**
B1-14 Turlington Bldg
325 W. Gaines Street
Tallahassee, FL 32399
For more information contact: Rolando at 850-245-9315 or Rolando.DeLeon@fldoe.org

E-Rate Technology Plan
Certifications & Addendum*
Funding Year 2011-2012

District/School Name:	Taylor County School District	Contact Name:	Ashley Valentine
Billed Entity #: *(As assigned by the Schools & Libraries Division)*	127614	Contact Title:	Director of Finance
Regional Educational Consortium: (If applicable)	PAEC	Contact Phone:	850-838-2503
		Contact Email:	ashley.valentine@taylor.k12.fl.us

Please read the following three main statements and one sub-choice & check box(s) as appropriate for your district:
*Please note that for districts that **already have a Florida approved technology plan on file**, the following statements are regarding adding an update or addendum to the original technology plan to comply with the SL criteria that technology plans include all Form 470 items (except for basic phone service). **Please check appropriate box(s).***
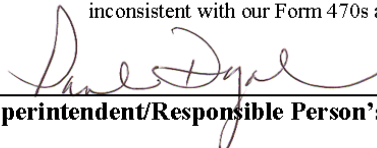
☐ Our district did not submit an E-Rate application for Funding Year 2011-2012, thus the E-Rate Technology Plan Addendum is not applicable.

☐ Our district is filing only for *basic telephone services* (basic local/long distance only, not including voice mail, Centrex, etc.) / Priority 1 services (telecommunication services and Internet access) for Funding Year 2011-2012, thus the E-Rate Technology Plan Addendum is not applicable.

☒ Our district is filing for more than basic *telephone services / Priority 1 services* for Funding Year 2011-2012 (i.e., the district is filing for Priority 2 services: internal connections and basic maintenance of internal connections).
   An E-Rate Technology Plan Addendum has been completed and attached to this certification page.

Our district also certifies to the following conditions:

- all Form 470s and use of state master contract Form 470(s) submitted for Funding Year 2011-2012 are based on the district technology plan; and all Form 470 items (besides basic telecommunications) can be found in the technology plan and/or addendum; and

- although the basic structure of our technology plan has been approved, we understand that E-Rate rules require a level of consistency between technology plans and E-Rate funding requests that may not be subject to review under the Florida technology plan approval process. Therefore, we agree to be held responsible if our technology plan is found to be inconsistent with our Form 470s and/or 471s for Funding Year 2011-2012.

Superintendent/Responsible Person's Signature

Paul Dyal
Print Name

Superintendent of Schools
Title

> ***Request District/School Submit This Page**
> *(Even if the attached addendum is not submitted)*
> **Requested Tech Plan Submission by May 1, 2011**
> Please submit to Rolando De Leon,
> 325 W. Gaines Street, B1-14,
> Tallahassee, FL 32399
> Questions: Please call 850-245-9315 or email
> Rolando.DeLeon@fldoe.org

E-Rate Technology Plan Addendum
Funding Year 2011-2012

Please enter appropriate and, concise responses necessary to fulfill the plan addendum guidelines as prescribed below (i.e., use only the amount of space needed for the services and/or items listed.
NOTE: The current technology plan may be cited by page and paragraph to prevent having to create new technology plan. The material provided must address each E-Rate plan criteria area discussed below. Complete and accurate responses will be needed to meet the intent of the E-Rate Plan Addendum.

	Goals & Strategies	Professional Development	Budget	Monitoring & Evaluation
Telecom Services, Internet Access & Internal Connections	*Clear goals and a realistic strategy for using the requested telecommunications and information technology to improve education or library services.*	*A professional development strategy to ensure that staffs know how to use these new technologies to improve education or library services.*	*(Beginning with FY 2011, this element is not required.)*	*An evaluation process that enables the school or library to monitor progress toward the identified goals and make mid-course (i.e. mid-year), corrections in response to new developments and opportunities as they arise. If the process described in your current technology plan is very general, that description may not be sufficient to meet the expectations of the E-Rate program.*
All services listed on a Form 470 (to include services or items identified in conjunction with the state master contract) must be included in technology plan.				
Please list all items that you listed in your Form 470(s) that were used for the Form 471 submission process as of January 11, 2011. List like items or services only once but clearly delineate who is receiving the items or services. You may also list any future items or services that are part of technology planning that were not included in this E-Rate Funding Year's Form 470 [Process Year 14 (2011-2012)].	**An assessment of the telecommunications services, hardware, software, and other services** *that will be needed to improve education or library services.*			