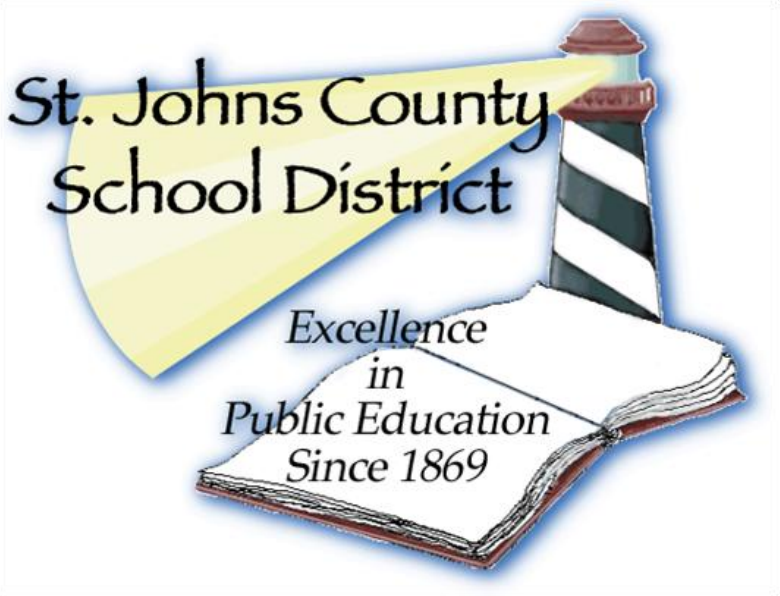
District Technology Plan 2010-2013

(Revised Feb 2010)



St. Johns County School District
40 Orange Street
St. Augustine, FL 32084

Document Updates:

Section	Summary of Changes	Changes by	Change Date	Document Version #
1, Introduction	Updated Intro & mission statement	Bruce Patrou	10- JUN-05	V23.1
2.1, District Profile	Updated demographics	Tracy Garns	03-JUN-05	V23.1
2.2, 2.23, District Profile	Added Tech Literacy Coaches; updated IDM info. Added paragraph re: Monitoring Document	Pat Horn	10-JUN-05	V23.1
4.2, District Technology funding	Referenced current District's 5-Year Facility Plan and the Annual Operational Budget for funding spent on technology.	Bruce Patrou	03-JUN-05	V23.1
5.2, 5.2.8, Tech Acq	Deleted – No longer in use & Updated assessment software name	Pat Horn	10-JUN-05	V23.1
8.1.1, Prof Dev	Updated paragraph	Pat Horn	10-JUN-05	V23.1
9.2.1, Program eval	Updated paragraph	Pat Horn	10-JUN-05	V23.1
10, E-rate	Updated E-rate filing for Year 8	Bruce Patrou	03-JUN-05	V23.1
Appendix A, AUP	Added Repairs and Maintenance; updated Terms and Conditions; updated WebSense Internet filtering.	Bruce Patrou	03-JUN-05	V23.1
Appendix C, Computer Hardware Standards	Updated hardware specifications for new and donated computers	Bruce Patrou & Pat Horn	03-JUN-05	V23.1
Appendix E, EETT	Revised EETT Grant Program for 2005-2006 Draft	Helen Dimare	03-JUN-05	V23.1
Appendix A, AUP	Revised all sections and forms for better definition and understanding	IT, Curric Depts	22-NOV-05	V24
Introduction	Updated Introduction; removed outdated and/or redundant information ;	IT + Instr Tech	6-Apr-06	V25.5
1	Minor typographical/formatting changes.	IT + Instr Tech	6-Apr-06	V25.5
2	Updated district profile with demographic information; Updated plan for tech coaches at secondary level;	IT + Instr Tech	6-Apr-06	V25.5
3	Formatting changes; updated information related to district technology goals; added teacher technology survey information from	IT + Instr Tech	6-Apr-06	V25.5

	2005-2006; added information about refresh plan			
4	Updated Public School Technology Fund expectation; Added reference to 5 year Facility Plan	IT + Instr Tech	6-Apr-06	V25.5
5	Updated hardware & facility goals for Elementary, Middle and High Schools; Updated acquisition procedures; revised technology purchasing;	IT + Instr Tech	6-Apr-06	V25.5
6	Updated network specifications; added information about district website & content management system; revised AUP information; updated technology protection information;	IT + Instr Tech	6-Apr-06	V25.5
7	Added information about expansion of wireless network in 05-06 and planned expansion in years coming; Added information about dedicated school TSS & BigWebDesk accts;	IT + Instr Tech	6-Apr-06	V25.5
8	Updated professional development information; added information about ERO and refresh plan; updated on-going training resources;	IT + Instr Tech	6-Apr-06	V25.5
9	Updated information regarding program evaluation and yearly data; updated information regarding district Audix upgrade;	IT + Instr Tech	6-Apr-06	V25.5
10	Updated E-Rate information with current data;	IT + Instr Tech	6-Apr-06	V25.5
11	Added EETT grant applications reference to appendix	IT + Instr Tech	6-Apr-06	V25.5
Appendix A	Updated AUP information	IT + Instr Tech	6-Apr-06	V25.5
Appendix B	Updated software standards for teachers and administrators;	IT + Instr Tech	6-Apr-06	V25.5
Appendix C	Revised information for computer hardware standards and donation standards	IT + Instr Tech	6-Apr-06	V25.5
Appendix D	Deleted aged data from technology reports	IT +Instr Tech	6-Apr-06	V25.5
Appendix E	Added updated EETT grant applications	IT + Instr Tech	6-Apr-06	V25.5

Introduction	Updated Background	IT + Instr Tech+ Media	26 Feb 07	V27
2	Updated district profile with demographic information, updated Technology Integration plan to include technology refresh initiatives and Technology Coaches	IT + Instr Tech+ Media	26 Feb 07	V27

3	Updated district technology needs and goals;	IT + Instr Tech+ Media	26 Feb 07	V27
5	Updated 5.1 technology equipment at schools to match new construction and technology refresh plan	IT + Instr Tech+ Media	26 Feb 07	V27
7	Updated network mgt and user support ,7.1 and 7.2	IT + Instr Tech+ Media	26 Feb 07	V27
8	Removed IDM program	IT + Instr Tech+ Media	26 Feb 07	V27
10	Updated year 10 e-Rate data	IT + Instr Tech+ Media	26 Feb 07	V27
11	Link to current EETT application docs	IT + Instr Tech+ Media	26 Feb 07	V27
Appendix B	Updated software standards	IT + Instr Tech+ Media	26 Feb 07	V27
Appendix C-3, C-4	Updated donation standards, added technology equip transfer procedures	IT + Instr Tech+ Media	26 Feb 07	V27
Appendix D	Updated w/2007 hardware survey summary	IT + Instr Tech+ Media	14 Apr 07	V27
Appendix E	Updated EETT Grant and Budget information. See attachment.	IT + Instr Tech+ Media	14 Apr 07	V27
2	Updated District Profile demographic information, and added Academy partnerships	IT + Instr Tech + Media+ Jay Steele	1Apr 08	V28
3	Updated goals	IT + Instr Tech+ Media	1 Apr 08	V28
5	Updated Classroom Standard Technology Equipment	IT + Principals	1Apr 08	V28
10	Updated E-rate for yr 11 and yr 12	IT	1 Apr 08	V28
Appendix C	Updated software standards for administrators/teachers. Updated hardware for donations.	IT + Instr Tech+ Media	1 Apr 08	V28
Appendix D	Removed hardware survey. Added consolidated grant application.	IT + Instr Tech+ Media	1Apr 08	V28
Ch 2	Updated district facts	IT, Instr Tech, Media, Schools	5 May 09	V29
Ch 3	Added ST2L assessment, updated 3.2.1, 3.2.1	IT, Instr Tech, Media, Schools	5 May 09	V29
Ch 4	Updated 4.2 and 4.4	IT, Instr Tech, Media, Schools	5 May 09	V29
Ch 5	Updated to include Refresh Plan 2009 plans/goals	IT, Instr Tech, Media, Schools	5 May 09	V29
Ch 6	Added PEER, Alexandria and ERP evaluation info	IT, Instr Tech, Media, Schools	5 May 09	V29

Ch 8	Added Moodle, Beacon and comments on the Refresh Plan 2009	IT, Instr Tech, Media, Schools	5 May 09	V29
Ch 9	Added ST2L	IT, Instr Tech, Media, Schools	5 May 09	V29
Ch 10	Updated expected E-rate services for years 12 and 13	Bruce Patrou	5 May 09	V29
Ch 11	Reference EETT grant process to include ARRA funds	IT, Instr Tech, Media, Schools	5 May 09	V29
Appendix	Updated Admin software standards, and donation standards	IT, Instr Tech, Media, Schools	5 May 09	V29
Ch 2	Updated district facts	IT, Instr Tech, Media, Schools	8 Feb 10	V30
Ch 3	Updated needs and goals	IT, Instr Tech, Media, Schools	8 Feb 10	V30
Ch 4	Updated Refresh Plan dates and goals	IT, Instr Tech, Media, Schools	8 Feb 10	V30
Ch 5	Updated reference to SunGard as the replacement ERP system. Update the Refresh Plan dates and goals. Updated reference to NGSSS.	IT, Instr Tech, Media, Schools	8 Feb 10	V30
Ch 6	Updated Access sections.	IT, Instr Tech, Media, Schools	8 Feb 10	V30
Ch 8	Updated changes planned for ERO	IT, Instr Tech, Media, Schools	8 Feb 10	V30
Ch 9	Included elements from the Strategic plan draft changes	IT, Instr Tech, Media, Schools	8 Feb 10	V30
Ch 10	Updated E-rate plan for years 13 &14	Bruce Patrou	8 Feb 10	V30
Ch 11	Updated EETT plans and actions to date	IT, Instr Tech, Media, Schools	8 Feb 10	V30
Appendix D	Deleted and incorporated into the EETT chapter.	IT, Instr Tech, Media, Schools	8 Feb 10	V30

Table of Contents

Background

In 2003, The Technology Plan Committee, chaired by the Director of Information Technology, developed the following Technology Plan. The Technology Plan Committee was comprised of various Elementary, Middle and High Schools teachers, School Administrators, and technology/media staff from the District Office. The Superintendent tasked the Committee to update the current Technology Plan and submit it to the Florida Department of Education following School Board acceptance.

Each year, or as needed, the Technology plan is updated to reflect changes in technology, Board goals, achievements and educational requirements. Each year thereafter, routine updates are accomplished by the Technology Plan Committee, chaired by the Chief Information and Technology Officer and comprised of key IT, Curriculum and Media Services staff as well as school representatives.

District Technology Plan: Essential Components

The Florida Department of Education Bureau of Educational Technology lists the following eleven components as essential for an effective District Technology Plan. *Italicized text* indicates the items identified by the State as essential components, followed by responses and recommendations by the St. Johns County School District.

1.	*Mission Statement*
2.	*General Introduction/Background*
3.	*Needs Assessment/Goals*
4.	*Funding Plan*
5.	*Technology Acquisition Plan*
6.	*Access*
7.	*User Support Plan*
8.	*Staff Training Plan*
9.	*Program Evaluation*
10.	*E-Rate Technology Plan*
11.	*NCLB/RTTT: EETT Grant Program*

1. MISSION STATEMENT

The mission statement component of the plan should include, but not be limited to, a summary of how the District's incorporation of technology into the educational program will:

***Promote technology integration in the classroom in alignment with State and National standards to improve student academic achievements*.**

1.1 St. Johns County School District Mission Statement

The St. Johns County School District will inspire in all students a passion for lifelong learning, creating educated and caring contributors to the world.

1.2 Our Instructional Technology Vision

The instructional technology vision of the St. Johns County School District (SJCSD) is to provide technology-rich environments that empower learners with access to information through voice, video, and data technology for the purpose of processing and communicating information and ideas. This vision ensures that all students become lifelong, independent, productive learners and caring contributors to their communities.

This vision will enable SJCSD to manage data, enhance student achievement of strategic objectives, and communicate with internal and external communities.

- District wide technology standards will be implemented for networking, infrastructure, Internet, hardware, and software.
- Networks will be in place to allow reliable connectivity within, around, and between all District facilities/communities for staff and students.
- District wide technology support standards will be implemented.
- A system will be in place to ensure that all new employees become technology proficient.
- Staff will be trained continually/appropriately to utilize technology as a learning tool integrated into curriculum.
- Every member of our learning community (staff and students) will have access to a network enabled device that will manage data and enhance individual performance.

This Vision will provide for SJCSD to utilize technology for the following:

- To implement school-based, district, state, and national curricular and pedagogical goals and objectives.
- To create learning environments which interface and interact with worldwide communities of learners.
- To provide equal educational opportunities for all learners (including ELL, ESE, and At-Risk Students).
- To address the needs, goals, and learning styles of each student.

- To prepare students to successfully participate in post-secondary education programs and promote 21st century skills in the global workplace.
- To develop life-long learners who can take responsibility for their own learning and well-being.

This Instructional Technology Vision will utilize the following Strategic Activities:

- Continue to integrate new and innovative forms of technology in the curriculum to meet the Sunshine State Standards and NETS.
- Integration of school-level technology plans into the School Improvement Plans using the established minimum District components.
- Align the professional development plan to current national and state standards and guidelines to meet the technological needs of all students.
- Continue to update and maintain the District and school web sites following ADA guidelines.

2. GENERAL INTRODUCTION/BACKGROUND

The general introduction/background component of the plan should include, but not be limited to:

2.1 District Profile

Provide relevant social, economic, geographic and demographic factors influencing the District's implementation of technology.

St. Johns County School District has earned a reputation for excellence. We have been educating children in St. Augustine for over 400 years. The oldest wooden schoolhouse still stands in its original state, built prior to 1763. We are proud of the excellent education we provide for all St. Johns County students.

- St. Johns County District Facts:
  - Incorporates 617 square miles with 155,014+ residents
- School Facts:
  - 17 Elementary schools
  - 7 Middle schools
  - 7 High schools
  - 3 Charter schools (including a Vocational Technical Center)
  - 1 Alternative centers
  - 3 Juvenile Justice facilities
  - 1 K-8 school
- Student Facts:
  - 87% white, 9% black, 5% Hispanic, 4% Asian, Indian & Other
  - Student body represents 107 different countries
  - 21.3% of the student population qualify for free or reduced-price meals
  - Graduation rate – 90.8% (state average 78.6%)
  - High-school drop-out rate – 1.1% (state average 2.3%)
  - Average expenditure per pupil - $6,397
  - Over the past decade our student population has increased 66%
  - 5,560 exceptional education students (mentally, physically, emotionally handicapped, learning disabled and gifted)
  - 2009-2010 school year – 29,334 total students
- Staff Facts:
  - 3,449 full-time employees. The School District is the largest employer in the county.
  - 1,856 teachers, 45% of whom hold advanced degrees

- 85 school-based administrators
- 49 District administrators
- 1,459 support staff
- All schools are fully accredited by the Southern Association of Colleges and Schools
- Average teacher's annual salary is $47,102 ($64,059 with benefits)

➢ Class Size:

- Grade PK-3: 16
- Grade 4-8: 19
- Grade 9-12: 23

From the rural, agricultural area of Hastings to the resort areas of Ponte Vedra Beach and World Golf Village, we serve culturally diverse students from a wide variety of backgrounds. The Southern Association of Colleges and Schools fully accredit each of our schools. Our schools' curricula continue to evolve and expand as we prepare our young people for the information and communication ages. As a District, we recognize that technology is an integral learning tool. We desire that all students have equal opportunities to utilize the educational technologies and software through real world applications.

2.2 Planning Process

Provide a description of the technology plan development process to include but not be limited to:

- Development of partnerships with community, business and industry; and
- Integration of technology in all areas of the curriculum, ELL and Special Needs including students with disabilities

2.2.1 Planning Process

The initial planning committee consisted of various members of the School District including Elementary, Middle School and High School Teachers, school administrators, and Technology related District Administrators.

The planning committee reviewed and rewrote the 2002 Technology Plan using highly rated Technology Plans from other Florida districts as examples. This plan was based on the District's Strategic Plan, which was developed over a two-year span with a wide range of input from many stakeholders from schools, community, business and industry.

School Advisory Councils use their school-based needs assessment surveys to prioritize issues based on school improvement plans, technology plans, technology refresh initiatives and the District Strategic Plan ten year timeline. The committee recognizes that the very nature of technology requires that this

document be modified on a regular basis to reflect new and emerging technologies and to meet the changing needs of the SJCSD.

2.2.2 Technology Integration

Technology Integration in the classroom has been a primary focus for St. Johns County Schools for many years. An example of technology integration in the classroom is the teacher that uses technology (such as a computer, projector, voice enhancement system, etc.) as a seamless tool that facilitates student learning, that in turn leads to increased student achievement.

We disburse available resources to acquire and maintain technology equipment in every school, although, in spite of everything, more funding is needed. The District continues to supplant school Technology funds that are no longer provided by the state. Technology integration is not possible without the proper equipment. District Capital funds, school improvement funds and Technology Enhancement monies are used to acquire and maintain school based technology equipment.

Every school improvement plan includes a section that addresses technology training for the staff. District-level Coordinators for Instructional Technology provide in-service training, as well as model technology integration. In addition to maintaining the infrastructure for the SJCSD, the Information Technology (IT) Department has a second level of technology support staff to support each school's Technology Support Specialist (TSS).

Our district has Technology Literacy Coach(s) and coordinators to support technology integration for all grade levels. These individuals provide training and instructional support in the classroom as they model lessons integrating technology.

It is an expectation, as stated in the District Strategic Plan, that each student has a customized learning path. The District believes that every student can learn the next thing that he/she needs to know. SJCSD believes that technology allows teachers to facilitate this learning. Teachers will be trained to change instructional practices and enhance learning through technology integration.

2.2.3 Curriculum Integration

The curriculum and the learning needs of our students drive our goals. We use the Sunshine State Standards and the Grade Level Expectations as a basis for our instruction. Our District Strategic Plan and differentiated accountability calls for changing the delivery of instruction so that each student can meet all standards set by the district, state and federal government. The vehicle to deliver customized instruction is enhanced by technology. Technology allows different students with individual learning needs and styles to work on the same material at different instructional levels while working collaboratively with their peers.

Technology becomes a seamless tool for student learning by allowing for this differentiation of instruction. Currently our District Technology benchmarks are focused on NETS Student Standards. In 2009 our students will be assessed by the ST2L online tool developed by FLDOE. The areas covered are basic operations and concepts of technology, constructing and demonstrating

knowledge, communication and collaboration, independent learning and digital citizenship. These benchmarks ensure students can master all technology learning standards by grade 8. It is expected each student in grades K-8 will have a monitoring document that is for his or her grade level which marks their progress towards meeting the benchmarks on a periodic basis. The monitoring documents are accessible to students. Currently these monitoring documents should be placed at the end of the year in the student's cumulative folder.

SJCSD participated in a pilot of the student technology skills survey during the 2006-7 and 2007-8 to identify mastery of NCLB technology standards. The results of these surveys produced the ST2L tool developed by DOE.

2.3 Collaboration

2.3.1 Collaboration with existing adult literacy service providers to maximize the use of such technologies and project resources

Adult Literacy
The GED and high school completion programs (funded in part by the Adult General Education and Family Literacy grant) use Odysseyware software. Odysseyware also provides literacy skill attainment.

The Family Literacy grant for English Language Learners (ELL) focuses on civics and literacy and is administered through FCTC's ELL program. Learn to Read coordinates with FCTC on some students who are at the beginning reading stages where one-on-one assistance is necessary to facilitate and reinforce learning. FCTC provides a small amount of performance based support for activities which support grant initiatives with Learn to Read

2.3.2 Partnerships

ATEN- Assistive Technology Educational Network

The Assistive Technology Educational Network (ATEN) provides information, awareness, and training for students, family members, teachers, and other professionals on issues related to assistive technology. ATEN employs a highly specialized staff consisting of regional assistive technology specialists and support staff. These services are for students in Florida ages 3-22 and are free of charge. Some of the services include technical assistance to Local Assistive Technology Specialists, therapists, teachers, and parents; a resource lab; assistive technology awareness; short-term loans of assistive devices and print resources; and device operation training.

ATEN is supported by five (5) regional centers located throughout the state of Florida. The Region 2 FDLRS/ATEN Center, located in Palatka, provides opportunities for educators, agency personnel, consumers, and family members in 21 counties to receive training and demonstration in the latest assistive technology. The Regional Lab houses an array of assistive technology, voice and

print output devices, adaptations for computers, hearing and vision equipment, environmental controls and mobility equipment.

PAEC – Panhandle Area Educational Consortium

The District utilizes the services of the Panhandle Area Educational Consortium for professional and staff development resources. Training and materials provided have proven to be beneficial to the Staff and Administration who have participated in this growing alliance.

The mission of PAEC is to enable all member and participating School Districts to attain their goals by providing leadership and support services, maximizing the use of resources, linking schools, and facilitating communication across the consortium.

Schultz Center for Teaching and Leadership

The mission of The Schultz Center for Teaching and Leadership, an independent, non-profit corporation located in Jacksonville, is as follows:

- To support First Coast School Districts' efforts to raise student achievement through an ongoing, high quality, comprehensive system of professional development for teachers, principals and other education personnel that targets identified needs and improvement priorities.

Their commitment is to quality training, including vastly expanded professional development available through distance learning.

St. Johns County Public Library System

A high school library media specialist in the District is also a part time employee with the St. Johns County Public Library System. She is a liaison to assist both agencies to serve the students in the District better. She has provided in-service training for School District employees related to resources available through the public library system. Most of our schools have a reading motivational software system such as Accelerated Reader or Reading Counts. A list of tests is sent to each library branch in the district to assist students in book selection. When students read these books from the public library, they can come back to school and take motivational tests to earn points.

The following partners make our Academies (listed by school):

Bartram Trail High School

Vystar Academy of Business and Finance
Students focus on business entrepreneurship and finance. Dual enrollment, honors credit and advanced placement opportunities are available. VyStar operates a student-run credit union on the school campus.

Academy of Design and Building Construction
Students participate in rigorous and relevant training in Interior Design, Architectural Drafting or Fashion Design. Post-secondary opportunities are available at St. Johns River Community College and Florida Community College of Jacksonville, as well as four-year institutions. Students will gain valuable industry knowledge.

Creekside High School

Academy of Emerging Technology
Students learn about computer networking and the impacts of new technologies within the world economy. The basics of global business will be incorporated into the process, providing a platform for post-secondary education or immediate entry into the workplace. Industry certifications may include Cisco and MOS.

Academy of Environmental & Urban Planning
Students will focus their studies on environmental and civil engineering. Content areas of interest include community planning, public works development, and environmental production issues. Industry certifications may include GIS and AutoCAD.

Pedro Menendez High School

Academy of Architectural & Building Sciences
Students participate in Architectural Drafting, Carpentry, Masonry or Building Construction Technology, experiencing hands-on training and internships. This Academy is operated in cooperation with the St. Johns Builder's Council. Program completers can immediately enter the world of work; the apprenticeship program at St. Johns River Community College; or UNF, Florida or other universities. Industry credentials may include NCCER or AutoCAD.
Academy of Business & Finance at Pedro Menendez High School where Students participate in a rigorous business program that includes relevant concepts and skills that are transferable straight into the workplace or to post-secondary education. An online portfolio documents each student's qualifications. Dual enrollment, honors, advanced placement and scholarship opportunities are available. Students also participate in many hands-on learning activities including a student-managed bookstore and regional and state FBLA competitions. Students also design and maintain school and academy websites through an extensive array of Digital Design courses and opportunities.

Flagler Hospital Academy of Medical & Health Careers

Students take a core curriculum of Allied Health Assisting, anatomy and advanced medical courses. Clinical experiences are offered at Flagler Hospital. Students become certified in CPR, AED, first aid and Oxygen administration, and they may earn up to 30 hours of Dual Enrollment and AP college credit through St. Johns River Community College [SJRCC]. The Dual Enrollment courses are offered at both PMHS and Flagler Hospital and may be applied to 10 certificate programs offered by SJRCC.

Allen D. Nease High School

Communications Academy. Digital media technology prepares students for college and careers in TV production, Commercial Art, Journalism and Marketing. Students learn Apple Final Cut Pro video editing software and Adobe Creative Suite applications for desktop publishing. Students practice their skills by creating real-world communications projects: a daily live TV newscast, fast-paced sports highlight videos, the Vertical student newspaper, the Impressions yearbook, and a myriad of marketing materials.

The Stellar Academy of Engineering

Students learn AutoCAD, the industry standard software for computer-aided design. Classes are taught by engineers on loan from Stellar, a leading design-build firm. Coursework is hands-on, focusing on real-world projects. The Academy partners with UNF and SJRCC for dual enrollment.

Ponte Vedra High School

Academy of International Business & Marketing

Students focus on the fast-growing world of international business and marketing. They will receive rigorous training in a second language of the business world (including Chinese and Spanish) and have access to regional business leaders who will add value to the curriculum.

Academy of Biotechnology & Medical Research

Students learn about opportunities in the cutting-edge field of biotechnology. State-of-the-art laboratories focus on animal, plant, environmental and medical biotechnology. Linkages between the classroom and the workplace will create opportunities for students.

St. Augustine High School

St. Johns County Aerospace Academy

We have partnered with Embry-Riddle Aeronautical University for learning and dual enrollment credits in Aviation, Aerospace Engineering or Aviation Maintenance Science. Students may receive up to 24 credits at Embry-Riddle while in high school (a potential savings of more than $45,000 in tuition).

St. Johns County Center for the Arts

SJCCA will provide artistically gifted students with a pre-professional program of study designed to develop their unique talents in the performing and/or visual arts.

St. Johns Academy of Future Teachers

While exploring a career in education, students in the Academy of Future Teachers utilize technology to develop lessons for elementary and middle school students. These students also have an opportunity to work towards an AA degree through SJRCC while earning their high school diploma.

3. NEEDS ASSESSMENT / GOALS

The needs assessment/goals component of the plan should include, but not be limited to:

3.1 Determining Needs

3.1.1 A description of the information-based processes used for determining District instructional and administrative telecommunications and technology needs

St. Johns County School District Strategic Plan

This plan is used to guide Technology Integration, Standards, Communication and Instructional Delivery throughout the District. In 2010, the District has begun the process to re-write our Strategic Plan.

Technology Matrix

The Teacher Technology Matrix is used to self assess their level of technology integration in the classroom.

The Inventory of Teacher Technology Skills (ITTS)

Each school year, teachers are assessed using this DOE tool which is used to determine professional development needs. This survey establishes an 80% mastery level for each section. A new form is under development to reassess teacher technology skill levels.

Information Technology Department Technology Hardware Survey

Technology based hardware surveys provide an overview of existing technology needs by schools and support measures to provide equity. This effort supports the District's Computer Refresh Plan and other technology refresh initiatives.

D.O.E Florida Innovates Now Survey

This is an online tool designed for use in technology planning, budgeting for resources, and assessment of progress in local technology projects. This tool provides a rubric of technology benchmarks that relate to a variety of educational issues.

School Advisory Council/School Improvement Plan

Each individual school advisory council (SAC) has a part of its plan devoted to technology needs for the school. These needs are communicated through the Director for School Accountability, Chief Information and Technology Officer,

District Buddy (District personnel assigned to school) or through the principal and school Technology Support Specialists (TSS).

Teacher Education Council

The TEC is an advisory group with a representative from each school. This group meets during each school year to develop goals that may involve technology. Each school's representative gathers information from his/her colleagues on technology training needs for District staff development initiatives.

Strategic Plan Technology Committee

This committee was established in accordance to the District Strategic Plan and meets regularly to determine technology goals and strategies. Yearly updates to the District Technology Plan are made by the Information Technology and Instructional Technology departments to align standards and initiatives outlined in the District's Strategic plan and Board goals. The committee may be changed or dissolved depending upon the objectives of the new District Strategic Plan currently in development .

District Technology Support Requests

The District's Information Technology Department utilizes a Web based work request ticket system to manage multiple areas of technology support. Trends and needs are determined based on required support levels.

ST2L, Student Tool for Technology Literacy

This state DOE tool is used to assess 8th grade student technology integration.

Florida DOE and District online requirements

FLDOE has directed the use of several student online assessment and testing tools to include: ThinkLink, FAIR (Florida Assessments for Instruction in Reading), and FCAT testing.

3.2 Identification of Needs

Identification of telecommunications services and Technology infrastructure, equipment (hardware), assistive technology, programming (educational materials, software, media, etc.), replacement, training and support needs.

3.2.1 The ten elements below summarize our future needs. Data taken from multiple forms of assessments noted in section 3.1 are used to identify future needs.

1. Telecommunications services

1.1 Continue to monitor and expand bandwidth, as needed, for schools and departments.

1.2 Continue to expand web based services to employees, parents, students and the community.

1.3 Use FIRN service provided by the State for Internet Access. The District expects to use state contracts for telecommunications services and will manage Internet filtering.

1.4 Maintain existing telephone switch infrastructure and implement IP telephony where best suited to gain the best cost savings and service.

1.5 Continue to seek E-Rate funding for eligible services.

2. Technology infrastructure

2.1 Include technology infrastructure standards in all new construction.

2.2 District personnel will collaborate with architects and engineers to ensure that District technology goals are met.

2.3 Upgrade and maintain School networks as needed to support technology requirements.

2.4 Upgrade and maintain School and District offices with standard wireless equipment.

3. Equipment

3.1 Provide for replacement of obsolescent instructional/student computers.

3.2 Continue with the Refresh Plan to provide each teacher with a dedicated computer for administrative and instructional purposes. This plan also provides for additional student computer stations within each school.

3.3 Upgrade and maintain schools' servers, storage and network applications as needed.

3.3 Upgrade and maintain District server room equipment as needed to support District requirements.

4. Assistive Technology

4.1 Provide for District-level assistive technology specialists.

4.2 Increase teacher awareness of new and existing assistive technologies.

5. Programming

5.1 Educational materials

5.1.1 Continue to expand the use of Technological tool integration.

5.2 Software

5.2.1 Continue to support classroom Internet access.

5.2.2 Continue to utilize, comprehensive, curriculum-based instructional and management software in all subject areas.

5.2.3 Maintain and expand where possible administrative software standards.

5.2.4 The Instructional Technology and Information Technology Departments will develop procedures and standards for review, testing and acceptance of online instructional resources including software and hardware needed.

5.2.5 Maintain school and department backup and storage capabilities.

5.2.6 Maintain desktop/laptop security software as needed.

5.2.7 Continue to utilize the State driven IEP management system called PEER (Portal to Exceptional Education Resources) system using Sunshine Connections.

5.2.8 Continue to use existing data and systems to manage and track student achievement for future gains.

5.2.9 Continue to expand the use and functionality of the Financial/HR/Payroll systems. An new ERP implementation is underway from Dec 2009 to July 2011.

5.2.10 Continue to implement and expand eSIS functionality (Student and Parent Information System).

5.2.11 Expand data integration between key district systems (where feasible).

5.2.12 Maintain and expand client management software.

5.2.13 Expand (where practical) server or web based learning software utilized by schools.

5.2.14 Continue to integrate and expand email systems with Microsoft Active Directory.

5.3. Media

5.3.1. Continue utilization of Alexandria software for on-line access and checkout of District media.

5.3.2. Continue utilization of Alexandria's web routing features.

5.3.3. Provide for District licensing of online resources including NetTrekker and Teachingbooks.net.

5.3.4. Provide for readily available, updated copyright information for District personnel.

6. Replacement

6.1 Replace obsolete computers and other technology equipment (both hardware and software) to meet District integration requirements, as funding allows. The District's Computer Refresh Plan exercises a 3-year lease purchase to provide additional student stations at the end of each cycle. Additional

technology refresh initiatives are underway for standard technology equipment (see section 5.6).

7. Professional Competency

7.1 Follow technology proficiency and literacy standards for students/teachers based on the International Society for Technology in Education standards (ISTE NETS for students, teachers, and administrators).

7.2 Provide intensive, targeted, and sustained technology integration training and professional development opportunities for teachers. Continue existing in-service and develop new programs with real classroom application.

7.3 Update the professional development program regarding technology. Implement tools like Moodle and Adobe Connect to provide web-based staff development and accountability.

7.4 Planning and Accountability will deliver site-based data analysis in-service to teachers.

7.5 Provide flexible in-service scheduling to promote teacher participation in technology-related in-service.

7.6 Provide for ongoing training for school-based Web Masters and Technology Support Specialists (TSS).

7.7 Provide copyright training for all District personnel.

7.8 Promote the development of technology integration mentors and specialists.

8. Accountability

8.1 Use standards-driven performance measurement system monitors for technological proficiency and literacy levels of students and teachers.

8.2 Continue ST2L to assess student technology literacy.

8.3 Use successful research-based models to drive curriculum.

8.4 Review all educational technology projects and/or initiatives supported with Enhancing Education Through Technology funds (EETT).

9. Support

9.1 Continue the use of the District email and BigWebDesk support delivery system.

9.2 Continue to provide a second tier of District technology support.

9.3 Continue to expand web based learning capabilities for teachers and staff.

9.4. Continue to provide for dedicated, school-based Tech Support Specialists (TSS).

10. Technology Curriculum

10.1 Continue to evaluate and update technology benchmarks for students in accordance with ISTE National Educational Technology Standards (NETS) for Students.

10.2 Publicize the technology-related Sunshine State Standards at all grade levels.

10.3 8th grade students are tested in technology standards using ST2L. Results help drive technology instruction.

3.3 District Technology Goals

The focus of our Technology goals are to improve student achievement and learning through the use of technology. District goals were developed using the "SMART" acronym - Specific, Measurable, Achievable, Realistic and Time-related. Four primary technology goals, which align with the District's Long Range strategy, are listed below:

1. Provide equitable technology access, support, and training district-wide.

2. Students, teachers and administrators will become proficient users of technology to enhance performance.

3. Increase the use of software to support administrative and instructional best practices, which increases student achievement.

4. Implement curriculum plans that include methods and strategies for applying technology to maximize student learning.

3.3.1 Short-term goals listed by category are shown below for FY 1 (fiscal year 1).

1. Telecommunications services

1.1 Continue to monitor and expand Internet Bandwidth necessary to support priority applications through FIRN.

1.2 Maintain and upgrade our standard wireless equipment and procedures to support higher security and improved centralized management.

1.3 Continue to incorporate standard Telecom services and equipment at all new schools.

1.4 Continue to seek E-Rate funding for eligible voice/data services.

1.5 Continue to expand the use of IP Telephony at schools and other district sites (where applicable).

1.6 Transition to state contract telecommunications providers. Release an RFP for telecommunications services in 2010 for services starting in July 2011.

1.7 Maintain the Modular Messaging including performing updates to (hardware/software) to meet District needs.

1.8 Maintain the Avaya phone system including performing updates to (hardware/software) to meet District needs.

1.9 Upgrade as many sites as possible to IP trunking using Metro-E circuits.

2. Technology Infrastructure

2.1 Provide Quality of Service management to network traffic, which improves performance of high priority applications.

2.2 Maintain wireless networking (hardware/software) installed at all schools and departments.

2.3 Continue projects to install or replace wiring at schools or departments where needed.

3. Equipment

3.1 Plan a new cycle of the Computer Refresh plan for 2012.

3.2 Maintain data network equipment to support WAN Quality of Service.

3.3 Continue to expand district wide servers to support Active Directory, Network Attached Storage, Email, Web, Learning Application support and network security.

3.4 Expand data integration hardware/software (where applicable).

3.5 Continue to equip all schools using the classroom Technology Model.

3.6 Maintain disaster recovery equipment and procedures for critical systems for the District office and schools.

3.7 Expand hardware as needed to support additional functionality or capacity for key District information systems.

4. Assistive Technology

4.1 Continue to expand district wide assistive technology support.

5. Educational Materials/Software/Media

5.1 Continue to acquire district wide software where applicable.

5.2 Work to standardize educational software.

5.3 Continue to expand the use of online resources.

5.4 Expand the use of e-Text and other digital learning media.

5.5 Continue to test and implement software tools incorporated into state adopted text books.

5.6 Maintain all 2006 Refresh computers with Microsoft Office 2007 and migrate all 2009 Refresh computers to Windows 7 (when applicable).

6. Replacement of obsolete equipment

6.1 Redistribute Refresh plan computers to create additional student stations within each school for each cycle.

6.2 Continue to implement additional technology refresh initiatives.

6.3 Maximize the use of governmental, public, and private funding resources through constant pursuit of both existing and new funding opportunities.

6.4 Continue to replace District servers and Storage hardware to meet District needs.

7. Professional Competency

7.1 Ensure that teachers are obtaining the skills needed to implement technology into the curriculum.

7.2 Increase opportunities for ongoing staff development for all staff using Electronic Registrar Online (ERO) or the staff development module within BusinessPlus.

7.3 Continue to expand opportunities to perform technology training in all schools.

8. Accountability

8.1 The Curriculum Department will develop a monitoring standard for technology integration into the classroom.

8.2 Teachers are monitored and held accountable for incorporating technology into their lesson plans (as appropriate for their subject or field).

8.3 Evaluate teachers to assess technology integration.

9. Support

9.1 Continue to provide School based Tech Support Specialists (TSS). Revise the TSS plan when needed, to maximize support.

9.2 Increase Technology Coach(es) to help teachers prepare new technology-based curriculum.

10. Technology Curriculum

10.1 Monitor integration of the technology standards into curriculum.

3.3.2 Long-term goals listed in priority order are shown below for FY 2 and FY 3.

1. Telecommunications services

1.1 Continue to expand Telecommunications services to meet our growing need for Technology in the classroom.

1.2 Continue to research new Telecom technologies that may provide better value.

2. Technology Infrastructure

2.1 Continue to expand the Infrastructure to support continued growth and improved technology standards.

3. Equipment

3.1 Continue to improve and replace equipment as needed to support our Strategic Plan and District IT Goals.

4. Assistive Technology

4.1 Continue to expand the use of Assistive Technology, where needed, to meet students' needs for individualized learning.

5. Educational Materials/Software/Media

5.1 Continue to seek and purchase e-Text media.

5.2 Continue to standardize instructional and learning software supported by the district.

6. Replacement of obsolete equipment

6.1 Continue to review and implement Technology Refresh Plans.

7. Professional Competency

7.1 Staff meets the NETS and Florida Educator Accomplished Practices, #12 Technology Competencies.

8. Accountability

8.1 Meet state and federal student technology standards.

9. Support

9.1 Continue to support Technology Literacy Coaches (TLC) to meet curriculum needs.

9.2 Continue to expand Technology Support Specialists (TSS) assigned to schools.

10. Technology Curriculum

10.1 All students meet District Technology Benchmarks.

10.2 Integrate technology in all schools to meet state and federal requirements.

10.3 Educate students to become "technologically literate" at the completion of 8th grade.

10.4 Continue to expand integrated lessons and learning strategies on the District web site.

10.5 Continue to expand pure virtual student course offerings and blended offerings.

10.6 Continue to support the objectives outlined in the District Strategic Plan.

4. Funding Plan

The funding plan component should include, but not be limited to:

4.1 Identification: Sources of Funding

4.1.1 Identification of major sources of funding for district-wide technology needs. Funding sources should be categorized as recurring or nonrecurring and include real and projected dollar amounts for the technology plan period

Careful planning is necessary for the smooth implementation of effective technology integration efforts. Sustained funding over a long period is the key to efficient and effective support operations. FTE funding alone is inadequate for sustained, consistent growth of a robust network infrastructure. Capital funded Technology Refresh initiatives continue to bridge the gap.

4.2. District Technology – Recurring and Nonrecurring Funds

The District is very proactive with technology projects and necessary funding. Newly constructed schools and renovations/additions typically incorporate the following technology: multiple computers, a digital projector, a teacher voice enhancement system, a document camera, a DVD/VCR player or tuner, and projection screen.

In addition, a Technology Refresh Plan was implemented in 2006 and in 2009 to upgrade all district teachers and key school administrators with standard equipment and software. The second Refresh cycle provided approximately 2100 computers for teachers and key school staff. The next Refresh plan cycle is expected to begin in the Spring of 2012.

Please reference the current District's 5-Year Facility Plan and the Annual Operational Budget for funding spent on technology.

4.3 Acquire and Maintain

4.3.1 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 educational services

The District budgets funds for hardware, software, and infrastructure as noted above. Staff development for technology continues to be a priority, as are all components of our Strategic Plan.

A refresh of all instructional technology and related infrastructure is necessary to keep technology current and valuable. Educational technologies should be integrated into all aspects of learning - from special education, to after-school programs, to professional development. Future educational technology funding needs to emphasize integration by focusing on pre-service teachers, professional development, content and assessment. Educational technology should not be focused on just connecting computers to the Internet, but rather on connecting children to new learning opportunities. Technology has the power to bring a vast resource of knowledge to every child in the District. A successful funding plan for educational technology must reflect all elements of the integration process. *It is important to note that the successful integration of technology into the learning process can only be achieved with the appropriate resources.*

4.4 2003-2004 Public School Technology Funds

4.4.1 Specifically identify the District's planned allocation of funds from the 2010-2011 Public School Technology Fund (PSTF)

Public School Technology Funds have not been funded since 2006 and are not expected in the 2010-2011 school year. The district provides limited Capital funding for technology where possible at the expense of other projects to support technology efforts (like the Refresh Plan). These technology funds will be distributed to the schools, if available.

5. TECHNOLOGY ACQUISITION PLAN

The technology acquisition plan should include, but not be limited to:

5.1 Identification

5.1.1 Identification of appropriate technologies to meet the goals of the District instructional program as identified by the needs assessment procedures

The following is a list of our technology needs for all levels of classrooms within the District. Hardware & Facility goals:

ELEMENTARY SCHOOL

Standard classroom technology equipment includes:

Priority	Item
1	(1) Teacher notebook/laptop that meets the district standard for access to student records, district systems and management of instruction (includes DVD player)
2	(1) Voice enhancement system per classroom, prefer single vendor per school
3	2-4 Computers per classroom (dependent upon interactive whiteboard count). Computers can be either desktop or notebook form factor.
4	(1) Digital projector on an a/v cart (provides more flexibility when using Interactive Whiteboards than ceiling mount)
4	(1) TV tuner, HD preferred (for new or retrofits) Note: CCTV can be provided using existing VCR, TV or TV Tuner
4	1 Interactive Whiteboard and 1-2 computers per classroom (option in place of 2-4 computers per classroom)
5	(1) Document reader or Digital presenter
6	(1) Network printer or network copier accessible to each classroom. Accessible = minimum 1 printer to 4 classrooms ratio
7	(1 set of 25-30) Interactive student response system (1:4 classroom ratio)

Note: New construction to include a teacher wall plate for connecting devices for projection and wall plate for output selection and device control.

Optional classroom technology equipment includes:

- (20-25) Seat computer lab for whole group learning that may be in the form of a lab, mobile stations or laptop computers for elementary school

Media Center technology equipment includes:

- Elementary Schools: 10+ Media workstations (number to be included in the classroom count from the table above)
- Fully automated media center with Internet based card catalog access from classroom workstations
- Access to the District Media Services catalog via Internet catalog
- Digital camcorders (quantity as needed)
- Digital still cameras (quantity as needed)
- Digital Scanners (quantity as needed)

TV Production Center technology equipment includes:

- All classrooms and common areas wired for closed circuit TV
- Fully equipped TV production studio with capability of broadcasting from individual classrooms (Reverse path capable)
- (2) video editing workstations
- Video streaming and/or podcasting capabilities within school network

MIDDLE and HIGH SCHOOL

Standard classroom technology equipment includes:

Priority	Item
1	(1) Teacher notebook/laptop that meets the district standard for access to student records, district systems and management of instruction (includes DVD player)
2	(1) Voice enhancement system per classroom, prefer single vendor per school
3	2-4 Computers per classroom (dependent upon interactive whiteboard count) distributed in a lab setting. Typical lab is 30 seats. Computers can be either desktop or notebook form factor.
4	(1) Digital projector on an a/v cart (provides more flexibility when using Interactive Whiteboards than ceiling mount)
4	(1) TV tuner, HD preferred (for new or retrofits) Note: CCTV can be provided using existing VCR, TV or TV Tuner
4	1 Interactive Whiteboard and 1-2 computers per classroom (option in place of 2-4 computers per classroom)
5	(1) Document reader or Digital presenter
6	(1) Network printer or network copier accessible to each classroom. Accessible = minimum 1 printer to 4 classrooms ratio
7	(1 set of 25-30) Interactive student response system (1:4 classroom ratio)

Note: New construction to include a teacher wall plate for connecting devices for projection and wall plate for output selection and device control.

Optional classroom technology equipment includes:

- Digital USB Microscopes (as needed)

Media Center technology equipment includes:

- 35-60 + Media workstations (number to be included in the classroom count from the table above)
- Fully automated media center with Internet based card catalog access from classroom workstations
- Access to the District Media Services catalog via Internet catalog
- Digital camcorders (quantity as needed)

- Digital still cameras (quantity as needed)
- Digital Scanners (quantity as needed)
- Graphing Calculators (quantity as needed)

TV Production Center technology equipment includes:

- All classrooms and common areas wired for closed circuit TV
- Fully equipped TV production studio with capability of broadcasting from individual classrooms (Reverse path capable)
- (2) video editing workstations
- Video streaming and/or podcasting capabilities within school network.

5.2 Support of the Sunshine State Standards and Next Generation Sunshine State Standards (NGSSS)

5.2.1 *District plans to acquire software and technology-based educational materials that are usable by students with the widest range of abilities to deliver technology-based instructional programs in support of the Sunshine State Standards*

The SJCSD Curriculum Department, in cooperation with the Information Technology (IT) Department, will make recommendations to acquire software appropriate for all levels of student use based on meeting the Next Generation Sunshine State Standards and aligned with the District's Strategic Plan.

Administrative software used to communicate between Teachers, Staff and Administrators will be standardized and listed in the Appendix B.

Standard hardware for both Apple (MAC OS) and PC (Windows OS) computers are established in Appendix C. These standards will be updated quarterly, or sooner as needed. These standards will support models for Teachers, Students and Administrators.

5.3 Timetable

5.3.1 Timetable for acquisition of grade-appropriate, up-to-date technologies in sufficient quantities to accommodate student and staff needs for instruction and assessment

The District's new Strategic Plan for 2010-2020 has specific provisions for technology implementation. Goals include supplying all staff and students with access to network-enabled devices that will give each student age-appropriate software.

The transition to an Oracle database began in 2001 with Finance and Human Resources applications and it will continue by adding new functionality (modules)

through 2010. In 2009, a review of ERP software for HR/Finance/Payroll was completed to determine if a replacement will provide better value.

In December 2009, the board approved a new ERP system from SunGard called BusinessPlus. This new system will integrate more modules, provide improved functionality at a lower operating cost. The implementation began in Dec 2009 and will be complete in 2011.

The new District Student Information System, eSIS, was Piloted during 2004 and implemented during the 2004/2005 school year. District wide implementation was completed in August 2007. Expansion of eSIS functionality continues with new K-2, 3-5 report cards and the successful implementation of Parent Assistant in 2008. eSIS functionality continues to expand.

The Human Resources department has developed an HR Portal software package that supports position control and personnel budgeting. These functions will be incorporated in the new SunGard system by 2011.

Short Term Goals include specific technology activities planned for FY1 (Section 3).

5.4 Acquisition Procedures

5.4.1 Appropriate technology acquisition policies or procedures that address the following areas:

- Consistency and interoperability with existing and planned technology delivery systems;
- Upward migration to emerging technology standards; and
- Support and maintenance requirements.

Some Instructional Software acquisition is at the discretion of the schools. A continuing goal is to standardize a majority of instructional software and develop procedures for testing and evaluation. We have standardized Administrative Software that includes Microsoft Office for interoffice communication (see Appendix B). The District made the transition to an Oracle eBusiness application suite and database for finance, human resources, budget, fixed assets, purchasing and reporting in 2001. A review of ERP software was completed in 2009 for a possible replacement to Oracle 11i. A new ERP system called BusinessPlus (by SunGard) was approved and is being implemented during 2010 and 2011.

For managing student data, eSIS is the standard student information system in use. The IT Department provides support and maintenance for Oracle or SunGard, and eSIS hardware and applications. The IT department also maintains the District Email servers, network LAN/WAN servers, Active Directory, Wireless, cabling, network security tools, network storage, Frame Relay, Metro-E and T-1 equipment, Web services and applications, WAN routers and switches, all telephone switches, IP Telephony and Audix equipment. The IT Department is continuing to eliminate Frame Relay and T-1 data/voice lines in lieu of 10 Mbps or higher Metro-E circuits. The IT Department provides a Web based helpdesk

system to track, monitor and manage help desk calls (trouble tickets). Tech Support specialists respond to hardware, software and network problems throughout the District.

5.5 Technology Related Purchasing Decisions

5.5.1 Provision for technical guidance to school and District personnel responsible for making strategic technology related purchasing decisions

The Instructional Technology and Information Technology (IT) Departments, provide technical assistance in alignment with the Strategic Plan. In addition, ongoing technical assistance is available to school and District personnel through the school-level Technical Support Specialists.

The Technology plan has established both PC and Apple standards for future computer purchases (see Appendix C). For the 2010-2011 school year, HP or Dell computers are the District's standard PC client models for desktop and notebook computers (for teachers & administrators). Apple Computer is also one of the District's standard computer vendors optional for student use. The IT Department will update pricing and model information (quarterly, or sooner if needed) to reflect changes in technology and requirements. These changes will be made and available to schools and departments via the district Intranet.

5.6 Technology Refresh Initiatives

5.6.1 Technology Refresh Plan

A district Technology Refresh Planning Committee was established in July 2005 by the Superintendent to develop a long range refresh plan. The Chief Information and Technology Officer was the committee chairman. The committee was comprised of the following members:

- Dr. Joseph Joyner, Superintendent
- Martha Mickler, Assistant Superintendent for Curriculum and Learning
- Bruce Patrou, Chief Information and Technology Officer
- Jim Springfield, Executive Director for Human Resources
- David Toner, Executive Director for Facilities and Operations
- Conley Weiss, Chief Financial Officer
- Margie Davidson, Director of Community Relations
- Don Campbell, Elementary Principal
- Bob Allten, High School Principal
- Kathleen Furness, Elementary Principal
- Sue Sparkman, Middle School Principal
- Kyle Dresback, High School Assistant Principal
- Dr. Paul Kirk, Director of Accountability
- Diane Solms, Director of Instructional Services
- Lou Greco, Director of Media Services
- David Futch, Technology Literacy Coach
- Chris Petrello, Supervisor of Technology Support
- Debbie Sheets, High School Registrar

Summary of the July 7, 2005 initial Refresh Planning meeting:

The Chief Information and Technology Officer presented several lease/buy options or scenarios highlighting potential costs, benefits/liabilities and number of systems.

The first meeting introduced the following lease/buy options for several years out:

- Option 1 focused on replacing teacher only computers via a 3 year lease.
- Option 2 focused on replacing teacher, school administrators and 1:5 ratio of student computers via a 3-year lease and purchasing digital projectors and a classroom laser printer.
- Option 3 focused on replacing teacher, school administrators and 1:5 ratio of student computers via a 4-year lease and purchasing digital projectors and a classroom laser printer.
- Option 4 focused on replacing teacher, school administrators and 1:10 ratio of student computers via a 4-year lease and purchasing digital projectors and a classroom laser printer.

- Option 5 focused on replacing teacher, school administrators and 1:10 ratio of student computers via a 5-year loan and purchasing digital projectors and a classroom laser printer.
- In addition to lease/buy options, the district technology survey results were provided and summarized.

Each of the options above listed the corresponding costs for several years out and indicated what schools were included and when. The committee was very receptive to the options presented. After great discussion and input, the following points were accepted by the committee:

- Teachers continue to be the key to technology integration, so start with providing each teacher with a dedicated computer. This was also the district technology survey # 1 choice.
- The second technology hardware choice might be slightly different for elementary, middle and high schools.
- A common Microsoft Windows platform is needed for all teachers so that all administrative functions and communications across the district with administrators/staff can be easily accomplished using standard software.
- This common platform (among teachers, staff and administrators) will also serve to standardize the teacher desktop software, reduce teacher training, and provide teachers with a common district tool when transferring among schools.
- Computers for School administrative staff and a classroom digital projector w/cart should be included in Option 1.
- Option 1 (modified) should be the primary Refresh Plan focus first.
- The amount of Capital funding available would drive the refresh effort. An estimate of capital funding available was to be determined for our next meeting so more detailed planning could be performed.

Summary of the July 21, 2005 Refresh planning meeting:

The committee chairman presented more detail about Option 1, with the changes noted from the previous meeting, including the following elements:

- 3-year lease for teacher and school administrator notebook/desktop computers. All computers would be received in Year 1.
- A digital projector, cart and screen was factored in for each school on Year 1. These items were to be purchased in Year 1 and replaced every 5 years if needed.
- The 3-year total cost exceeded $3 million.

After reviewing and discussing the revised Option 1 presented, the overall Year-1 cost exceeded the estimated capital funding available of approximately $600,000 to $700,000. The discussion then led to funding digital projectors (w/carts and projection screens) for classrooms using other school based capital equipment funding that is provided each year. This plan would allow schools to slowly acquire equipment over a 2-3 year period. This would also allow schools the flexibility to acquire other high priority technology equipment like the teacher

voice enhancement systems. It was also noted that the schools should choose from a standard list of equipment so that the technology vision is consistent. By removing the digital projectors from the first year cost, new teacher and school administrator computers were within the estimated capital funding available.

After great discussion and input, the following notable points were accepted by the committee:

- Move forward with the Technology Refresh Plan using Option 1 (revised) and develop a 3-year Lease/Buy RFP seeking a common Windows platform using our district standard PC makers (HP/Compaq and Dell).
- Implement the plan starting with the schools that have the highest priority. Complete the RFP during the first semester of 2005 so that new computers can be delivered to teachers and key school administrators during the beginning of the second semester (Jan-Mar) of 2006.
- Allow schools to gradually purchase standard technology equipment using their capital equipment and technology funding (digital projectors, teacher voice enhancement systems, printers, toner, etc. from a common list of equipment or supplies) over the next 1-3 years.
- Consider the lease buy out option as a method to replace aging student computers because the capital funding available will not accommodate full student station replacement at the ratio of 1:5 or 1:10.
- Existing teacher computers at each school would be moved to student stations when the new teacher computers arrive. The configuration would be up to each principal (mobile computer labs, fixed labs or classroom placement).
- Work to establish teacher training during the summer of 2006 (funding available).
- Continue to standardize 2nd priority technology equipment for elementary, middle and high schools (digital projectors, teacher voice enhancement systems, printers) or a mix of both.
- Work to standardize educational software to meet established K-8 benchmarks across each subject and grade. This would facilitate common testing and evaluation across the district and save money using district wide purchases.
- Move forward with the teacher voice enhancement system (Audio Enhancement or Lightspeed systems) pilot at Osceola.
- Move forward with the Smart Board pilots at Crookshank, Sebastian and SAHS.

In the last quarter of 2005 (Oct-Dec) a computer refresh plan RFP was developed and released to seek a vendor's solution that will support the direction of the Technology Refresh Plan committee. After an extensive evaluation of all responses, Gateway Computer was the winning vendor.

In the first quarter of 2006 (Jan-Mar), 1600+ standard (Microsoft Windows XP Professional) computers were ordered for all teachers and key school administrative staff. The contract called for a 3-year lease purchase (2006-2009) with the option to extend another cycle if pricing was similar. Three annual payments are made to fulfill the contract period.

During the months of April and May 2006, all computers were received, configured and delivered to each school. Four new schools that had recently opened were not included because their teachers had modern computers that fit the District standard. These schools would be included in the next refresh cycle in 2009. New schools that opened during the refresh period would purchase standard computers from the same winning RFP vendor using capital funds. This would provide all teachers (and administrators) with a standard tool for learning and administrative functions.

During the start of each school year and when in the middle of the refresh period, the Information Technology Department purchases additional teacher computers for new teacher positions that are gained by schools due to growth.

The Information Technology Department continues to implement the Technology Refresh Plan by providing current pricing on (best value equipment) that is considered priority technology equipment by the Technology Refresh Committee. Pricing, Purchasing Department quotes and other important acquisition information is listed on a single standard equipment list so that schools and departments can make easy purchases. This equipment is listed on the District's internal website for all schools and departments.

Refresh Plan, Phase 2 in 2009:

In November 2008, a follow-on Computer Refresh RFP (#2008-37) was released to initiate phase 2 or the second cycle of the long range plan set forth in 2005. A district Technology Refresh Planning Committee was formed again to review the hardware options from the 2009 Computer Refresh RFP in February 2009 and select a teacher model among the responses.

The Chief Information and Technology Officer was the committee chairman. The 2009 committee was comprised of the following members:

Bruce Patrou, Chief Information and Technology Officer

Lou Greco, Director of Media Services

Chris Petrello, Supervisor of Technology Support, IT dept

Kyle Dresback, Principal of Switzerland Point Middle School

Paul Gorcki, Principal of Hickory Creek Elementary School

Adrian Stasky, Technology Support Specialist, IT dept

Kyle Cooper, Technology Support Specialist, IT dept

Brian Paone, Technology Support Specialist, PMHS

Nick Graham, Technology Support Specialist, SAHS

Lynn Guinta, Teacher, Murray Middle School

Melinda Bogart, Teacher, Switzerland Pt Middle School

Amie Schnepel, Teacher, Hickory Creek Elementary School

The consensus of the committee was to take the lowest price HP notebook of either the 14” or 15” model that also included a DVD burner. In negotiations with HP, the 14” notebook model 6530b proved to be better equipped with a lower price. HP was the selected vendor by the School Board on 14 April 2009.

Approximately 2100 HP computers were acquired from a Purchase Agreement to execute Phase 2 of the Computer Refresh Plan starting in the summer of 2009. Teachers and key school administrators received their new HP computers in August/September 2009. The existing Gateway/MPC computers from the first Refresh Cycle in 2006 will be used to create more student computer stations within each school.

5.6.2 Other Technology Refresh Initiatives

The Facilities and Operations Department began installing teacher voice enhancement systems in 2005-06 as a pilot for future expansion. During the 2006-07 school year this initiative (that was part of the Technology Refresh Plan noted above) was expanded to all schools (existing and new).

The IT department was also involved with other Technology Refresh initiatives that were based on the annual hardware survey conducted at schools. This effort provided multiple schools additional student computers during the 2007-8 school year and will continue in the 2008-9 school year, if funding is available.

For the 2008-9 school year, the IT department purchased selected new classroom technology equipment and transferred existing equipment to schools that needed it most.

For the 2009-2010 school year, the IT department purchased 442 student stations for 11 schools using N-Computing as the model. These machines are to be placed in lab or media center settings to support online assessment and testing needs (and other instructional learning).

6. ACCESS

The access component of the plan should include, but not be limited to, current District policies or policies to address:

6.1 Equitable and effective access

Equitable and effective access to telecommunications and other technologies to support teaching and learning by:

- Providing for the equitable distribution of resources to support the NG Sunshine State Standards and applicable federal standards;
- Providing access for teachers, parents and students to curriculum resources and a host of District and school information and services offered via the web and other media;
- Providing access for students with special needs including those students with disabilities; and
- Providing access to information and systems for decision-making by teachers and administrators. Examples include: PEER, FAIR, Thinklink, eSIS, Snapshot and Sunshine Connections.

*6.1.1 Equitable Access C*omponents

E-mail

FirstClass is the standard e-mail package, for all schools and Administrative offices, which enables communication throughout the county to any instructional and administrative staff who has access to a computer. Each instructional and administrative staff member has an e-mail account. A central address book within FirstClass allows for easy collaboration between District employees. The District e-mail service provides Internal (Intranet) and external (Internet) access.

Telephones

Instructional and Administrative staff have access to telephones and voice mail systems. Cell phones are available to key District administrators and other personnel as appropriate. Each school site and major Administrative site is equipped with an independent phone switch. The District office supports a consolidated Audix voice mail server to support each extension. IP Telephony is being expanded to our newest schools and limited administrative sites where practical for greater efficiencies.

Network

Fast Ethernet is the LAN protocol in use at each site. Each school LAN connects to the District office via a T-1 or fiber line. SJCSD has upgraded to Windows 2003/8 Servers in each school for Active Directory services, file services, and to support network protocols. The District is also employing virtual server functionality to reduce costs and improve capability.

District Website

SJCSD maintains a District Website that uses a content management system to allow for teacher access and standard layouts for schools and the district. The District Website provides important information for teachers, parents, and students. All schools have migrated to the district web server. The website highlights best teaching practices and links to curriculum resources for all areas of the Sunshine State Standards. All schools and many teacher sites are linked through our District website at: **http://www.stjohns.k12.fl.us**.

The District has developed an internal website or Intranet that provides departmental information for all district staff and administrators. The Intranet is accessible from inside the St Johns network or from external locations at: **https://inside.stjohns.k12.fl.us**. In addition, remote access to the inside website is available for teachers/staff using a secure login.

Student Information System (eSIS)

The District's Student Information System provides remote access for teachers and key school/district staff using a secure mechanism. Teachers can access grade-books and other key student data from home. In addition, parents can now access a wealth of student academic progress data using the Internet. This software called Parent Assistant (PA) began implementation in August 2008 and continues to expand.

State Developed IEP System (PEER)

The District has implemented the State IEP system called PEER, Portal for Exceptional Education Resources. With this IEP system, teachers and district staff can access online IEP data using the Internet. The district began using this system for the 2009-2010 school year.

Alexandria Library Software

The District implemented a web interface to enable parents, student and staff to browse or reserve school library materials from any district school. The district began using this system for the 2008-2009 school year.

6.1.2 Equitable Access Upgrade Plans and Progress

Considerable progress continues to be made each school year to upgrade, maintain and expand the current District infrastructure with high speed LANs and reliable WAN connectivity. This upgrade applies to the Internet, District Email, wireless networking, corporate student information (eSIS) and the finance system (Oracle). A stable phone network using a bank of DID numbers, offering direct dial service along with local exchange numbers to which parents can dial in, provides a reliable network. IP Telephony is also being used at new sites.

For the 2008-2009 school year the District reviewed alternative software solutions to HR/Finance for possible implementation during the 2009-2010 or 2010-2011 school year.

In December 2009, the School Board approved the purchase of a new ERP system to support HR, Payroll, Finance, Purchasing, functions. This new ERP

application is called BusinessPlus is being implemented during 2010 with a go live date of Feb/Mar 2011 for the primary HR/Payroll/Finance modules.

6.2 District Acceptable Use Procedure

The Acceptable Use Procedure (AUP) is in effect for all users of the district's digital network and resources. The AUP functions in the following ways:

- Provides guidelines to ensure the safety, reliability, accountability, network and data integrity and security of the digital network and other district technology resources.
- Protects our students, staff and technology resources.
- Provides guidelines for public web content publishing.

6.2.1 Acceptable Use Procedure (AUP)

The Acceptable Use Procedure is updated and released by the Superintendent and is incorporated as Management Directive 5.01 for St. Johns County. Please see the district website to view this document: **http://www.stjohns.k12.fl.us/rules/aup.html**.

6.3 Technology Protection Measure

6.3.1 A Technology Protection Measure is a specific technology that blocks or filters Internet access. It must protect against access by adults and minors to visual depictions that are obscene, child pornography, or--with respect to use of computers with Internet access by minors--harmful to minors. It may be disabled for adults engaged in bona fide research or other lawful purposes.

The Florida Information Resource Network (FIRN2) provides all digital content to SJCSD; therefore, it also provides the technology protection measures called for in the CIPA legislation. SJCSD has provided certification of this arrangement to the appropriate controlling authorities at USAC/SLD to satisfy requirements for continued E-Rate funding and participation in the Florida Learning Alliance. SJCSD has also provided notification of the intent to utilize these services to FIRN and the Florida Department of Education.

Additional protection measures include a dual Firewall configuration and local Web filtering using Websense that is customized for improved safety to protect from external intrusion and damage.

In July 2010, the District will be utilizing Florida State contracts for all Telecommunications services. Along with these changes, the District expects to begin using a different Internet filtering tool.

7. USER SUPPORT PLAN

The **user support plan** component should include, but not be limited to:

7.1 Network Management

7.1.1 Network management and improved support for end-users in classrooms

The primary goal is to develop and maintain a robust network infrastructure capable of meeting the District's needs today and in the near future. This network should provide security for all users while optimizing the accessibility of resources.

Constant growth and ever-changing technology make it increasingly difficult to adequately support and maintain the District wide area network (WAN) and Local area network (LAN) sites. It requires careful planning and analysis to develop implementation strategies that fall within the constraints of funding resources and District priorities.

Over the past several years, SJCSD has seen a huge improvement in our network infrastructure from upgrades to bandwidths, to school wiring (CAT6 and Fiber), and to network switches and routers. The goal to implement standard wireless equipment in all schools was attained in 2008. We continue to improve network reliability and security.

7.2 Technical Support Options

7.2 Development of District technical support options for equipment maintenance and replacement

New technology hardware is purchased with a three (3) year, on-site warranty with the same, or next business, day support package, as appropriate. This was an effort to further reduce the burden of troubleshooting and repair on the District support staff. The Information Technology (IT) Department utilizes a district-wide, Web-based helpdesk system, BigWebDesk. Schools are supported by Technology Support Specialists (TSS) and district IT staff. Teachers and administrators have access to a BigWebDesk account to report and track issues. This web-based system has proven to provide improved efficiency, faster service and better communication. Technology trouble tickets relate to software, hardware, telephone and network related issues. A team of IT personnel is assigned to support all school TSS personnel.

Equipment that requires extensive repairs is assessed on a case-by-case basis using an informal cost and needs analysis process. A critical element in the repair or replace assessment is the function and impact of the loss of the hardware to overall efficient delivery of instructional content. The reduction of legacy systems from the total inventory will be essential to reducing overall operating costs of the District, and will continue to be a key factor in determining whether a hardware item is repaired or replaced. If the District deems it necessary to repair equipment that is beyond IT staff capability, the individual school will contract with a preferred vendor to do the repairs.

Current and future growth of technology integration will require additional personnel resources. Careful management of these valuable professional resources and an emphasis upon increased efficiency and effectiveness will be necessary to maintain and grow the vital technology resources of SJCSD. A strong, positive relationship between support personnel and users is essential to increased student/staff productivity and achievement.

For the specific Administrative Software Standards see Appendix B.

8. PROFESSIONAL DEVELOPMENT PLAN

The professional development plan includes, but is not limited to:

8.1 Increasing Technology in Classrooms

Provisions for increasing the use of technology in the classroom and media center by:

- Development and acquisition of new programs and software that promote the integration of technology into everyday curricular needs
- Integration of technology as a meaningful component within all curriculum training
- District-level coordination of training and support based staff assessments, including the Inventory of Teacher Technology Skills (ITTS) Form B
- Ensuring adequate facilities, instructors, materials, equipment and funding for staff development
- Identification and acquisition of technology-based staff training delivery systems that minimize a teacher's time away from the classroom
- Delivery of training in the most cost-effective manner

8.1.1 Increasing Technology in Classrooms

The SJCSD Staff Development Department utilizes a web based staff development scheduling, tracking and evaluation system called Electronic Registrar Online (ERO). In 2011, when the District transitions to BusinessPlus, a different Staff Development module will be used. Teachers and staff also have the opportunity to take on-line technology courses from several sources. The District is working to enhance online training through Moodle course development called e-Learning at SJCSD. The District also provides training opportunities through BEACON online courses.

The SJCSD Information Technology and Instructional Technology/Media Departments coordinate technology training to ensure adequate facilities, instructors, materials, equipment and funding for staff development. The Coordinator(s) for Instructional Technology, along with the Technology Literacy Coach(es), provide instruction in technology integration skills.

SJCSD has initiated several innovative projects including a teacher laptop refresh plan during 2006 and 2009 to increase technology use. As a part of the Refresh plan, six technology areas were covered in training materials. During 2009, the second refresh cycle was completed to provide teachers and key school staff with new computers. Existing refresh computers were reallocated within schools to add more student and staff computer stations. In 2009, more than 1000 computers were re-allocated to student use.

Additional technology initiatives are performed each year by the IT department to improve equity in the allocation of resources. During 2010, 442 student computer stations were purchased for 11 schools based on need to increase their ability to provide online assessments and testing.

8.2 Ongoing Training for Teachers

Below is a list of available resources for ongoing training and technical assistance to teachers and administrators. District and state technology offices, intermediate educational support units, regional education training facilities and institutions of higher learning offer ongoing training opportunities.

8.2.1 Training Resources

- Technology Support Specialists and Technology Coach(es)
- District Information Technology Department
- District Instructional Technology Coordinator(s)
- District Curriculum Staff
- Director for Media Services
- Florida Dept. of Education - Office of Instructional Technology
- Florida Dept. of Education - Office of Instructional Television
- School-based media specialists
- School-based trainings
- Training provided by higher education institutions
- Training opportunities offered through grants
- Summer technology training
- School-based Reading/Language Arts teacher training in software for language arts
- Online instruction for teachers
- Training provided by local, regional and national technology conferences (FETC, NECC, etc.)
- Web based training sites and links from the District Website and the District's Inside website including the use of Adobe Connect
- Other commercial based webinars have been used for staff development
- Online courses through BEACON
- Online courses developed utilizing Moodle/e-Learning
- Training provided by NEFLIN
- Online training offered by Atomic Learning

9. PROGRAM EVALUATION

The program evaluation component of the plan includes, but is not be limited to:

9.1 Evaluation

9.1.1 A description of the process for the ongoing evaluation of how the technologies acquired are; 1) being integrated into the school curriculum, and 2) affecting student achievement and progress toward meeting the educational goals of the Sunshine State Standards.

The District Strategic Plan includes strong technology expectations for all schools and District offices. Each school improvement plan has components that address integrating technology throughout the curriculum. Evaluation measures include FCAT scores, Florida Innovates, and other measures available. Each year, School and District Administrators meet with the Superintendent and the School Board members to review progress and set new priorities for plans.

The School Improvement Teams meet with the Director of Accountability or School Operations team, the School Principal, and the School Improvement Chair to evaluate data provided from multiple assessment results. The data is evaluated in order to appropriately incorporate technology use into classroom activities to ensure that the Sunshine State Standards are met.

In 2009, district 8th grade students completed the ST2L (Student Technology Tools for Learning) technology integration assessment.

In 2010, the District began to develop a new long range Strategic Plan. The initial draft objectives included:

- By 2015, all students will consistently make choices that reflect district standards of good character
- By 2015, all students will continually seek and share new knowledge and experiences related to their personal interests and goals
- By 2015, each student will master all academic standards set forth by the district
- By 2015, all students will consistently and willingly identify community needs and proactively take action for improvement through service learning,

These new objectives are subject to change and approval by the Board during the Fall of 2010.

9.2 Response to New Developments

9.2.1 Ability to make mid-course corrections in response to new developments and opportunities as they arise.

The Technology Committee, in coordination with the Curriculum, Media, Instructional Technology, and Information Technology Departments, will make any necessary mid-course corrections to the plan as new information and technologies emerge.

10. E-rate Technology Plan (for E-rate years 13 and 14)

10.1 Telecom Services, Internet Access & Internal Connections

Our Telecom Services include:

- Local and Long Distance Telephone Services (2010-11 & 2011-12). For the 2010-2011 year the district plans to use DMS/state contracts. The District plans to release a voice/data RFP for all Telecom services in 2010 for services beginning in July 2011.

- Internal Voice and Data Lines from the District office to all sites (2010-11 & 2011-12). For the 2010-2011 year the district plans to use DMS/state contracts. The District plans to release a voice/data RFP for all Telecom services in 2010 for services beginning in July 2011.

Our Internal Connections include:

- Basic Telecom Maintenance and Technical Support Services (phone switches, lines, and handsets) (2011-12). The District is typically not eligible for these services.

Internet:

- FIRN services using state contacts are planned for 2010-2011. FIRN or other contracted Internet service is planned for 2011-2012. The District plans to release a voice/data RFP for all Telecom services in 2010 for services beginning in July 2011.

10.2 Goals & Strategies

Overall goals are described in Section 3 and align with the District's long-range Strategic Plan. Providing equitable technology access, support, and training district-wide is a SJCSD goal that supports the use of the internal connections that provide telecom services and internet access.

10.3 Professional Development

Teacher and staff development using the Internet continues to be in the forefront of the SJCSD Technology Plan. Staff will train continually in the use of existing services and future services as needed. Please refer to Sections 3 and 8 of this Technology Plan, which describe Professional Development goals and strategies in more detail.

10.4 Budget

The following services are funded at 100% for the 2010-2011 School Year for E-rate Year 13 and for the 2011-2012 E-rate Year 14:

- Telecom Services for schools include all discounted AND non-discounted costs.
- Telecom Services for Fiber, T-1 voice and data services include all discounted and non-discounted costs.
- Internal connections include basic telecom maintenance for schools, which covers all discounted AND non-discounted costs.
- See the E-rate budget addendum(s).
- Internal connections services and equipment.

10.5 Monitoring & Evaluation

The monitoring of technology use occurs upon receipt of service provider invoices and regularly collected data from students and staff. Please refer to Section 9 of this Plan for a detailed description of the Monitoring and Evaluation tools used to analyze the impact of technology on student learning and the attainment of District curriculum goals. Results from the collected data are used to evaluate the progress of the Plan's alignment with objectives and benchmarks. Results are also used to recommend changes to enhance the productivity and effectiveness of the services. Key decisions, including modifications and adjustments (mid-course) to the plan, are based on analysis of test data collected with the referenced evaluation tools in Section 9.

11. NCLB and Race to the Top (RTTT): EETT Grant Program

The District applied for both the ARRA and the EETT – Title II Part D, Entitlement grant application for 2010-11 and was awarded approximately $43,000 for ARRA and $18,000 for the standard allocation.

The District applied for both the EETT – Title II Part D, Entitlement and the ARRA grant. The 2009-2010 Title II Part D Entitlement was approved by the Florida DOE for $18, 383.91. The EETT grant paid for the Compass Learning subscription for St. Johns Technical High School, repair and maintenance of previous EETT computers and peripherals, projectors for secondary literature teachers without projectors, and additional classroom performance systems and interactive white boards. A one-year subscription for Adobe Connect Pro allows the entire Curriculum and ESE Departments to provide online and video training. The EETT grant also provides mileage and travel for our instructional technology coordinator and technology coach to provide individual, and small or large group instructional technology professional development. Dollars have also been allocated to the qualifying private schools in the county.

The ARRA grant covers a two-year period ending in June of 2011. St. Johns County received $45,327.09 with about $22,663 being spent each of the two years. This grant provides mileage for our trainers to work in all the school sites in our district. We recognized during our ST2L administration that many of our lower socieo-economic students took much longer to complete tasks. We are working on a plan to provide additional online time after school for those students. A pilot project with an Intensive Reading class at St. Augustine High School will be using CraniumCore software and SideKey responders to increase reading comprehension. The ARRA money will also provide summer training opportunities for our teachers. Additionally, the application was revised to provide for two iPod Touch labs and locked storage and powering units. The 40 iPods are used by both the technology coordinator and coach and are used in K-12 classrooms throughout the district. There are two cases of 20 iPod Touch devices so two classes can be working simultaneously. Most lessons involve a variety of instructional practices to provide for differentiated instruction to meet the new Differentiated Accountability requirements. The Instructional Technology Department is evaluating the best instructional iPod applications and has discovered multiple effective strategies that will continue to be shared on the following website.

http://blogs.stjohns.k12.fl.us/instructionaltech/?page_id=24

The competitive EETT RFP for 2010-11 has not been announced yet. The district will review eligibility at that time and apply accordingly.

Appendix A: MANAGEMENT DIRECTIVE 5.01, Revision 6

Acceptable Use Procedures (AUP)

ACCEPTABLE USE of the DIGITAL NETWORK
of the St. Johns County School District

Below is an excerpt from the district AUP (also called Mgt Dir 5.01). The entire AUP can be viewed at on our District website: **http://www.stjohns.k12.fl.us/rules/aup.html**

TO: All Students/Parents, Visitors and Employees
FROM: Joseph G. Joyner, Superintendent
SUBJECT: Acceptable Use Procedures (AUP)

Introduction

The Acceptable Use Procedures (AUP) document has been moved from the District Technology Plan to this management directive to simplify distribution and streamline updates by the Superintendent as needed. It is expected that any follow-on updates will be authorized by the Superintendent.

The St. Johns County School District (SJCSD) can provide students, visitors and employees with access to the District's Voice and Data Network, which may include the Internet, e-mail, and telephone access, and any future electronic digital communication devices. Internet service is obtained through the Florida Information Resource Network (FIRN) or through commercial telecommunication carriers. The digital network (including all equipment and computers at all district sites) is the property of the St. Johns County School District and is to be used for the purpose of educating students and conducting school business as outlined in the procedures contained in this AUP.

The proper use of the Internet and digital network, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, visitors and employees of the school district.

Purpose

The AUP provides guidelines to ensure the safety, reliability, accountability, network and data integrity and security of the digital network and other district technology resources. It also protects our students, staff and technology resources. The AUP also provides guidelines for public web content publishing. It does not outline expectations for technology integration or instruction.

Acceptable Use Procedures (AUP) Sections:

Employee, Student/Parent, and Visitor Guidelines

Web Page Guidelines

Acceptable Use Procedures Forms

- Acceptable Use Procedures (AUP)
- Waiver for Personal Electronic Property

Please refer to the District website for the latest version of the Acceptable Use Procedures (AUP) at *www.stjohns.k12.fl.us*.

Appendix B: Software Standards for District Administrators and Teachers

SJCSD Software Standards have been established for district staff and school level administrators and teachers.

Information Technology has the responsibility to select and support all administrative applications used to support District Information Services. Information Technology will periodically review the existing software and update the software standards as needed.

GUIDELINES

- Select software that will run on industry standard computers

- **Desktop Computers:** Windows XP Professional / Microsoft Windows 7 Ultimate and Business editions.

- **Standard Software:** Microsoft Office 2007/10 Professional (Word, Excel, PowerPoint, Access, Publisher, and Visio), Microsoft Publisher, Internet Explorer, and Microsoft ForeFront Antivirus and malware are the software standards for the microenvironment. PaperVision software is used to catalog district files and documents electronically. FirstClass is our standard client email software. PointSec security software is in use for mobile device hard drive encryption on Microsoft Windows notebook/tablet computers. Cobian backup software is in use for automated user file backups. DeepFreeze is used in schools to manage student stations. N-Computing software/hardware is used to expand student stations from Windows towers in ratios of 1:5 and 1:6.

- **District Office Servers:** MS Windows Servers 2003/8 are used for DNS, DHCP, SUS, File and Print services. Windows Servers also provide Active Directory, which is used to manage users, groups, computers, and security policies. Microsoft SMS was implemented in 2007 to manage client hardware and software. FirstClass and RWD server software for email and web management. Microsoft Sharepoint is used for basic web applications. WordPress is used for blogging and pod casting servers. EMC and Equalogic storage hardware/software, Legato and Veritas backup software are used for storage servers. Red Hat and other distributions of Linux are also used primarily for virtualization. Windows Hyper-V is also being used.

- **HR/Payroll/Finance/Fixed Assets:** Oracle 11i eBusiness Suite is the District standard database and application software used to consolidate all HR, Payroll, and Finance related information into a comprehensive systems management environment. In 2009, research began for a replacement to Oracle 11i. The goal of the new ERP system is to reduce costs, consolidate existing applications and improve capabilities. In December 2009, a new system called BusinessPlus was selected and the implementation process began. Oracle 11i is being replaced by BusinessPlus in 2011. The primary HR/Payroll and Finance modules are scheduled to go live in March 2011. Other remaining BusinessPlus modules are scheduled to go live later in 2011.

The PATS system is the paperless application presently used to complete an application and/or view job vacancies online. A position control system called HR-Portal was implemented in 2007. Both PATS and HR-Portal are being replaced by modules within BusinessPlus in 2011.

A web based staff development system called Electronic Registrar Online (ERO) is being used to schedule, track and monitor teacher training and certification. The ERO system is being replaced by a module within BusinessPlus in 2011. SmartFind Express is the software used to notify and schedule substitute teachers.

- **Network Tools:** HP Procurve Manager is the standard, network tool used to manage network switches. HP Insight Manager is the standard tool to manage Servers. Cisco-Works is the standard for managing routers. SNMP is the application currently used to support network management. Cisco products and software are used to manage wireless clients. Other tools include Kiwi Syslogd, Kiwi Cattools, Websense, PRTG and Scrutinizer.

- **Internet Connection:** TCP/IP is used to provide a more flexible network, which allows access to *Internet Explorer* and data from a variety of databases.

- **E-Mail:** FirstClass® is our current, standard, electronic communication software. FirstClass enables our educators, administrators and teaching/learning communities to effectively communicate, collaborate, manage information and share knowledge. Rapid Web Designer (RWD) a module of FirstClass is used for web management.

- **Student Information System:** The District standard system for managing student data is eSIS, Enterprise Student Information System that was first implemented in phases starting in 2004. The eSIS database and software package is the secure data management solution supporting DOE surveys, student grades, report cards, incidents, GPA, transcripts, scheduling, demographic data and more. Parent Assistant, a module of eSIS, began a phased implementation in August 2009 and continues to be expanded in more schools.

- **Transportation:** EDULOG is the transportation software that offers the School District Transportation department the tools to develop efficient school bus routes and schedules under District guidelines.

- **Food Service System:** PCS Revenue/Control and Horizon Systems are the District's standard Point of Sale software system that includes inventory management, revenue accounting, food production and menu planning support.

- **Substitute Calling:** SmartFind Express web based application (new in 2009), is the automated telephone and web system used to track teacher absences, secure a substitute for the reported absence and document acceptance of the job.

- **Media Centers**: Media centers use Alexandria software for library catalog and circulation management. All schools were upgraded to an "A" license in 2008 that supports web searches and checkout for media center resources. Alexandria also includes Net Tracker and Sneak Peak software.

- **School Accounting**: Schools use School Ledger software by Heritage for internal account management. For external accounts, schools use Quick Books. A replacement solution is under review if the District selects a new ERP system in 2009. Student Activity, a module within BusinessPlus will be used to replace Heritage in 2011.

- **Schools and Departments**: Schools and the district office use Keep-N-Track software to track and manage volunteers and visitors (including vendors). In addition, secondary schools use TextBook Tracker software to manage and track text books.

- **Phone notification System**: Alert Now is the District system to call parents and staff to provide important and emergency, voice and email messages.

Appendix C: District Hardware Standards

Technology based hardware standards are updated frequently and published by the IT department on the District's Intranet.

Appendix C-1: District Hardware Purchases

All technology based hardware purchased by St. Johns County School District will meet or exceed the current district standard found in the District Technology Standard Hardware and Pricing. Exceptions must be approved in writing by the IT Department.

Appendix C-2: Computer Hardware Purchased for District Use by Other Organizations

All computer hardware purchased for St. Johns County School District using SAC, PTO, or any other external funds, will meet or exceed the current district standard.

Appendix C-3: Donated Computer Hardware

The St. Johns County School District is very appreciative of all donations. So that the most effective use of donated equipment occurs, minimum standards have been established. These standards ensure that the hardware will match our student/staff computing environment while minimizing maintenance support and re-configuration costs. Computer or printer equipment donated to the St. Johns County School District must meet or exceed the following specifications:

C-3.1 2010-2011 School Year Donation Minimum Standards for Computers/Printers:

- All systems and equipment must be in good working order.

- **Apple-based Systems:**
  Desktops and Notebooks:
  Intel Processor
  Only LCD monitors will be accepted
  Running Mac OS 10.4 or higher
  1 GB RAM
  40 GB Hard Drive or greater
  Ethernet Card Built-In
  Documentation verifying licensed copy of Operating System

- **Windows-based systems:**
  Desktop Systems:
  Intel Core Processor or higher
  Running Windows XP Prof or Vista Business or Vista Enterprise or Windows 7 Pro
  1 GB RAM (for Win XP Prof) and 2 GB RAM (for Windows Vista Bus or higher)
  40GB Hard Drive or greater
  Only LCD monitors will be accepted
  Documentation verifying licensed copy of Operating System

Notebook or Tablet systems:
Intel Core Processor or higher
Running Windows XP Prof or Vista Business or Vista Enterprise or Windows 7 Pro
1 GB RAM (for Win XP Prof) and 2 GB RAM (for Win Vista Bus)
40 GB Hard Drive or greater
Ethernet Card Built-in
Documentation verifying licensed copy of Operating System

- **Printers:**
  Only laser printers in good working order

- **Other Technology-based equipment:**
  Other equipment not listed above must be approved by the Principal, CITO and Director of Purchasing before any acceptance is given. Often, donated equipment requires unexpected additional costs (in both parts and labor) to function in our environment.

Principals and Department Directors have the option to decline any donated equipment they feel would not be conducive to their work or learning environment.

Donated technology equipment shall be pre-approved by the Director of Purchasing and Chief Information and Technology Officer. If approved, the appropriate asset inventory procedures should be followed.

Appendix C-4: Transferred Computer Hardware/Software within the District

Schools and departments who wish to transfer hardware or software shall receive pre-approval from the Chief Information and Technology Officer for all equipment that is below the donation standard. Equipment transferred (that does not meet the donation standard) without CITO approval will not be supported and be recommended for surplus.