

St. Johns County School District Technology Plan



2022-2024

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St. Johns County School District Technology Plan (2022-2024)

1. Introduction

A. The District's Strategic Plan

The District's 5-year Strategic Plan provides a long-range plan to guide future improvement efforts and identify funding. The District's Strategic Plan for 2016-2022 aligns with the vision, mission and core beliefs of St. Johns County School District and is focused on five overarching goals supported in five strategy areas; Academic and Student Services, Operations, Community Relations, Human Resources and Superintendent and School Board. Within each strategy, there are 1-year strategies or objectives called tactical plans. These tactical plans are developed, and Board approved each year to fulfill the five strategic areas. It is within these tactical plans where you can find technology related goals that support network infrastructure upgrades, classroom technology upgrades and other technology projects.

B. Our Instructional Technology Vision

Provide students with opportunities to be engaged in a technology rich environment that enhances teaching, fosters learning and develops essential life skills for all students.

Vision Strategies

- The process to achieve our vision must be monitored strategically to ensure student learning.
- The identification of high-quality curriculum content is essential to the success of meeting student needs.
- The technology used must be student-centered.
- Professional development for teachers must be provided.
- The proper infrastructure support is critical to the success of implementing the technology vision.
- The most appropriate technology devices will be identified to meet assessment and curriculum needs for all students.
- The technology support must be proportional to the number of devices per school site and the service level needed.
- The model must be able to be implemented throughout the school district.

C. Strategic Plan Goals Related to Technology

The following technology-based tactics are proposed in the Strategic Plan for the 2021-2022 and forecast in the 2022-2023 school year: (final goals are board approved each year)

2021-2022 School Year

- Release RFP for 40 schools at K-8, MS and HS to 802.11ax Wi-Fi standards and equipment
 - Seek Cat2 eRate funding
- Release RFP for 15 schools with new network switching
 - See Cat2 eRate funding
- Image and Distribute Teacher laptops to conclude the Refresh Plan for 2021-2022
- Use Sales Tax funding
 - Purchase new Student computers
 - Replace inoperative Classroom Sound components
 - Install new Interactive display panels

- Continue to expand Cybersecurity defense measures
- Continue to upgrade and integrate new Security Cameras and Access Controls
 - Use Sales Tax
 - FLDOE Security Grant funding
- Continue to upgrade network infrastructure as needed to meet the educational goals
- Install network equipment for new schools (Tocoi Creek HS and Pine Island Academy) and new relocatable classrooms
- Purchase and stage voice and network equipment for Beachside High School
- Purchase, configure and install student computers and classroom technology for new schools (Tocoi Creek HS and Pine Island Academy) and new relocatable classrooms
- Release RFP's, establish contracts and file for eRate 2022-23 Cat2 Hardware projects

2022-2023 School Year

- Release RFP for new network switching for 2023-24 SY
 - See Cat2 eRate funding
- Upgrade Elementary, Middle and High School classrooms to 802.11ax Wi-Fi standards and equipment (40 schools)
 - Seek Cat2 eRate funding
- Upgrade select Elementary, K-8 and High schools with new network switching
 - See Cat2 eRate funding (15 schools)
- Continue to upgrade and integrate new Security Cameras and Access Controls
 - Use Sales Tax
 - FLDOE Security Grant funding
- Continue to upgrade network infrastructure as needed to meet the educational goals
- Continue to expand Cybersecurity defense measures
- Purchase Technology needed for classrooms and students
 - Use Sales Tax funding
 - Purchase new Student computers
 - Replace inoperative Classroom Sound components
 - Replace inoperative Interactive display panels
 - Replace inoperative Document Cameras
- Install network equipment for Beachside high school and new relocatable classrooms
- Configure and install student computers and classroom technology for Beachside high school and new relocatable classrooms
- Purchase and stage voice and network equipment for new K-8 school "NN"
- Purchase and stage classroom technology equipment for new K-8 school "NN"

2023-2024 School Year

- Configure and install new network switching
 - See Cat2 eRate funding
- Continue to upgrade network infrastructure as needed to meet the educational goals
- Continue to expand Cybersecurity defense measures
- Purchase Technology needed for classrooms and students
 - Use Sales Tax funding
- Continue to upgrade and integrate new Security Cameras and Access Controls
 - Use Sales Tax
 - FLDOE Security Grant funding
- Install network equipment for new K-8 school "NN" and new relocatable classrooms
- Install classroom technology equipment for new K-8 school "NN"
- Purchase Technology needed for classrooms and students
 - Use Sales Tax funding

2. Determining Technology Needs

A. Strategic Plan

Each year the goals of the Strategic Plan include tactics (or 1-year goals) that typically include technology-based upgrades and implementations. These tactics include technology-based goals which are typically derived from annual IT Department goals that become adopted by the Board as part of the Strategic Plan each year.

B. FL DOE Technology Resource Inventory (TRI)

Each year the Florida Department of Education requires K-12 Districts to report several metrics that deal with computer counts, technology integration, Teaching/Learning systems and other technology readiness related factors. Much of the Digital Classroom Plans are based on the results and impact of this survey.

C. FL DOE Technology Specifications and Guidelines for Online Assessment

The Florida Department of Education produces a set of technology-based guidelines or specifications for student testing computers along with connection speeds for students. These guidelines are used as benchmarks for computer purchases and network upgrades.

D. School Improvement Plans and Advisory Councils

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 Superintendent, Director for School Accountability, Chief Information Officer, or through the principal and school Technology Support Specialists (TSS).

E. Focus Groups

The Superintendent often meets with several internal and external groups to get input and to provide communication on District events, initiatives, plans and projects. Feedback from these groups is discussed at cabinet meetings. Technology based feedback is then considered when formulating each year's goals.

F. Infrastructure performance, reliability, security and capability

The IT Department monitors the bandwidth available and connection speeds from schools and classrooms to the Internet each year. Improvements to the network's reliability and security are also reviewed each year. As requirements change to meet the need to increase online testing, access more web-based applications and provide more students access to digital resources these improvements get factored into each year's IT Department goals. These goals are then brought forward to become next year's projects based on priority and funding available.

3. Technology and Curriculum Integration

A. Technology Integration

Technology Integration in the classroom has been a primary focus for St. Johns County Schools for many years. District Technology Support Specialists along with Applied Technology Specialists work to implement technology upgrades and new systems for schools/classrooms.

The District continues to supplement school Technology funds that are provided by the state. Technology integration is not possible without the proper equipment. District Capital funds, ½ cent sales tax, and technology-based grant monies are used to acquire and maintain school-based technology equipment (to the extent possible).

Every school improvement plan includes a section that addresses technology training for the staff. District-level Applied Technology Specialist(s) for Instructional Technology provide in-service training, as well as model technology integration. In addition to maintaining the infrastructure for the SJCS D network, the Information Technology (IT) Department has a second level of technology support provided by the team of Technology Support Specialists (TSS).

The District believes that every student can learn the next thing that he/she needs to know. SJCS D believes that technology allows teachers to facilitate this learning. Teachers will be trained to refine instructional practices and enhance learning through technology integration.

B. Curriculum Integration

The curriculum and the learning needs of our students drive our goals. We use the Florida Best Standards and the Grade Level Expectations as a basis for our instruction. The District employs curriculum maps to teachers that provide pacing guides, lesson plans, and digital resources (tools and content) in support of customized learning. 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 using real world applications.

Technology becomes a seamless tool for student learning by allowing for this differentiation of instruction. New Florida Best standards are infused with digital content and practices. The areas covered are basic operations and concepts of technology, constructing and demonstrating knowledge, communication and collaboration, independent learning and digital citizenship.

4. Technology Support and Training

A. Technology Support

The District Information Technology Department provides District wide infrastructure and school-based Technology support. In addition to maintaining the infrastructure for the SJCS D, the Information Technology (IT) Department has a school-based level of Technology Support Specialists (TSS). Each school is assigned one TSS or two (depending upon the school size) to support their students and staff.

School staff (including teachers) use a web-based ticket system to report technology-based issues for repair. These tickets are first routed to the school based TSS for action. If the TSS is unable to complete the ticket, it is forwarded to the appropriate District second or third level IT Department technician.

The number of TSS continues to grow each year as the District adds more schools.

B. Technology Training

Technology training continues to be an important part of the District's Growth and focus on technology integration in the classroom. Technology leaders in schools (Teachers, Media specialists, TSS and School Administrators) continue to expand technology training. In addition, as Technology based projects are implemented, related training is provided. As an example, in 2020, the District added Zoom for teachers to better support Distance Learners. As part of this technology migration, online training materials were developed and dispersed to teachers.

Much of the Training being provided is cataloged and managed in the District's Professional Development system that lists training events and allows users to sign-up for scheduled training events.

C. Digital Classroom Plan (DCP) funding

The District sometimes receives DCP funding that is used to support Infrastructure expenses as well as classroom technology. SJCSJ has used these appropriations to support the cost of Internet and Wide Area Network services. Other eligible expenses included learning software and classroom technology.

D. Emergency Connectivity Fund (ECF)

The District uses the ECF to support an INK (Investing in Kids) program to help selected families in need bridge the homework gap by providing devices to students for at home use. This program is funded in part by the eRate program.

5. Classroom Technology and Priority Technology Equipment

A. Classroom Technology

ELEMENTARY, MIDDLE, K-8 AND HIGH SCHOOL

Standard classroom technology equipment includes:

Priority	Technology Item
1	(1) Teacher touch screen notebook/laptop that meets the district standard for access to student records, district systems and management of digital instruction
2	(1) Wall mounted (or cart mounted) 65-75" Flat Panel multi-touch display
2	Equip wired and/or wireless student computer labs (25-60 seats/per lab) (as needed) per school to support academy classrooms, other computer-based courses, online assessments and state testing for all enrolled students. Lab spaces include: Common areas, media and designated lab spaces or classrooms (where available).
2	Students can Bring their own Device (BYOD).
3	Equip schools with student tablets (in grades K-2: Apple or Windows 10 based OS tablets or touchscreens) and notebook computers (in grades 3-12: Windows based OS). This guideline applies to all schools. Tablets and Laptops can be stored/charged in mobile carts.
3	(1) TV tuner (for panel displays), HD (for new or retrofits) Note: CCTV can be accessed using existing Flat Panel display
4	(1) Document camera connected to the Flat Panel display and ScreenBeam WiDi device (or use Miracast feature if available on panel)
4	(1) Voice enhancement system per classroom, prefer single vendor solution per school
5	Optional equipment: iPod's, Digital Readers, student response system. Optional teacher equipment: Smart Pen
5	Optional: (1) Network printer or network copier accessible to each classroom.

Notes:

1. New construction to include a wall mounted Flat Panel multi-touch display (see below).

2. School Principals should follow the priorities above when purchasing technology equipment for their school. Higher priority equipment should be acquired before lower priority equipment is considered.

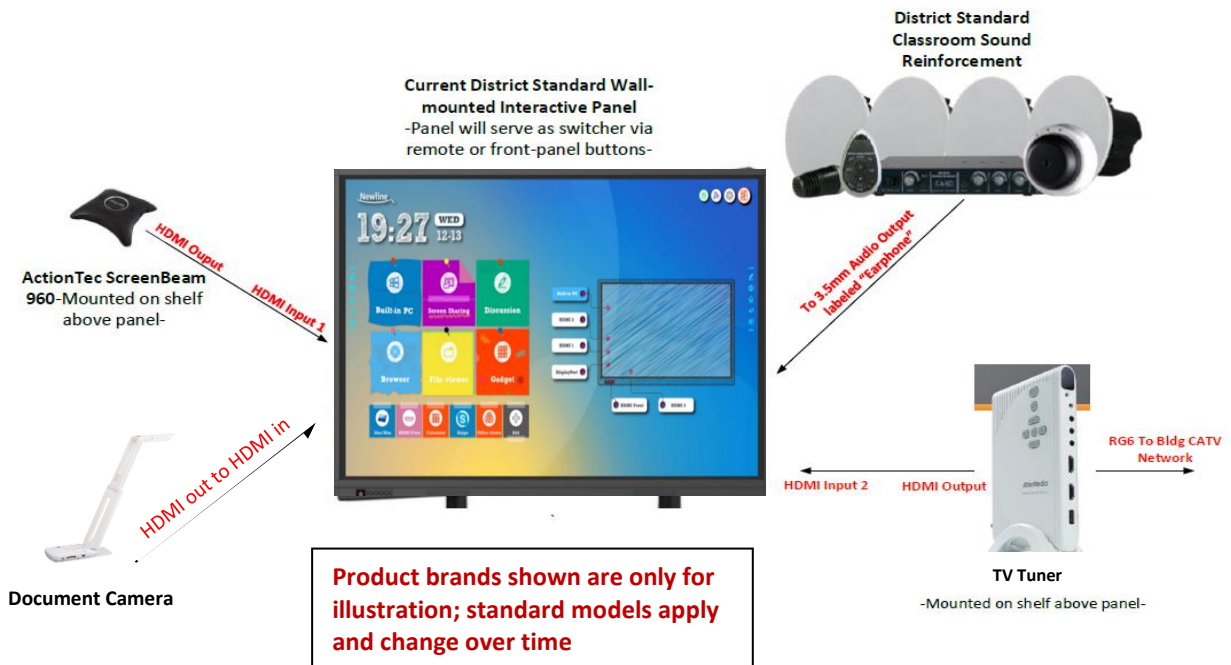
Media Center technology equipment includes:

- Elementary Schools: 25+ Media workstations (number to be included in the online testing/assessment requirements shown in 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, Still cameras and 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
- IPTV equipped schools will use IP encoders
- (2) video editing workstations
- Video streaming and/or podcasting capabilities within school network

**St Johns County School District Classroom
Audio Visual Component Diagram
-New Construction Classroom-**



6. Notable Technology Initiatives

A. Technology Refresh Plan (for Teachers and Key School Administrators)

The initial 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.

Refresh Plan, Phase 3 in 2012:

In August 2011, planning began for the third Computer Refresh expected in March/April 2012. A district Technology Refresh Planning Committee was formed to review the hardware options narrowed down by the IT Department. Laptop size and features matched the 2009 Refresh standards. Several upgrades in speed and performance were sought. The three top vendors under consideration included a model from Dell, Lenovo and HP.

A new Refresh Plan committee was formed to select a model and review the specifications and acquisition timeline. The Chief Information and Technology Officer was the committee chairman. The 2012 committee was comprised of the following members:

- Bruce Patrou, Chief Information and Technology Officer
- Chris Petrello, Asst Director of Technology Support, IT Dept
- Brian McElhone, Principal, Southwoods Elem
- Don Steele, Principal, RB Hunt Elem
- Kellie Blanco, Teacher, Osceola Elem

- Charles Mosley, Teacher, Switzerland Pt Middle
- Elizabeth Harmon, Teacher, Julington Ck Elem
- Chassity Johnson, Teacher, Sebastian Middle
- Jesse Gates, Instructional Technology
- Brian McCoppin, Technical Support Specialist, IT Dept

The Refresh Plan committee selected the Lenovo ThinkPad as the best value after considering pricing, features and support options. The committee was in favor of acquiring computers in February 2012 for distribution to schools during March, April and May of 2012.

The Board approved the plan in February 2012 and the Refresh order for 2318 new computers was placed. Capital funds were used to make the purchase along with state contracts. The new computers were distributed to schools and teachers before the summer of 2012. The 2009 Refresh computers were reconfigured primarily for student use within each school.

The next Refresh Plan cycle is planned for the spring of 2015.

Refresh Plan, in 2015:

In January 2015, planning began for the fourth Computer Refresh. A district Technology Refresh Planning Committee was formed to review the hardware options narrowed down by the IT Department. Laptop size and features initially matched the 2012 Refresh standards. Several upgrades in speed and performance were sought. The biggest change in specifications came with the advent of the new touch screen available with Windows 8.1. This new feature became a top priority for teachers. The three top Lenovo models were under consideration.

A new Refresh Plan committee was formed to select a model and review the specifications and acquisition timeline. The Chief Information Officer was the committee chairman. The 2015 committee was comprised of the following members:

- Bruce Patrou, Chief Information Officer
- Chris Billings, Director of Technology Support
- Jesse Gates, Assistant Principal
- John Samuels, Teacher of the Year
- Justin Forfar, Director of Network Services
- Katilyn Collazo, Teacher
- Kim Wuellner
- Lindsay Burke, Instructional Technology
- Michaela Durnin, Teacher
- Patrick McGee, Assistant Principal
- Randy Kelly, Principal
- Scott Sherman, Exe Dir of Planning and Accountability
- Shane Billette, Coordinator of Applied Technology
- Steve McCormick, Principal

After several meetings, the team settled on the Lenovo Yoga 11e Touch Screen model. This new Windows 8.1 computer was able to convert to a tablet and support a touch screen interface. In the summer of 2015, over 2200 Lenovo 11e Touch computers were purchased for teachers and distributed to schools over the next three months. It became the standard laptop computer for teachers in the fall of 2015.

Refresh Plan, in 2018:

In January 2018, planning began for the fifth Computer Refresh. In March, a survey was sent to all teachers seeking their feedback on the next Teacher computer. The most prominent request was to gain more speed. This performance factor became a goal of the next generation teacher machine. A district Technology Refresh Planning Committee was formed to review the hardware options narrowed down by the IT Department. Laptop size and features initially matched to the 2015 Refresh standards.

The Refresh Plan committee was formed to select a model and review the specifications and acquisition timeline. The Chief Information Officer was the committee chairman. The 2018 committee was comprised of the following members:

Bruce Patrou- Chief Information Officer
Justin Forfar- Director, Network Services
Jose Rivera- IT Security Specialist
Patrick McGee- Director, Technology Support Services
Kyle Cooper- Technology Support Specialist II
Traci Hemingway- K-8 Principal
Marquez Jackson- Elem Principal
Jesse Gates- Middle School Assistant Principal
Kristin Bozeman- High School Assistant Principal
Brock O'Shell- Instructional Technology Specialist
Laurie Stanton- Teacher
Haley Floyd- Teacher
Bailey Benoit- Teacher
Stacy Ray- Teacher

Several upgrades in speed and performance were sought. Six popular Lenovo laptop models were under consideration. A Lenovo Thinkpad model was selected and approved at the June 2018 board meeting. By June 14, 2018 the initial order of over 2400+ machines was placed to equip teachers with a new Windows touchscreen laptop. These new Refresh machines are scheduled for distribution to teachers in September 2018 through December 2018.

Refresh Plan, in 2021:

In the spring of 2021, we began planning for the sixth Computer Refresh Plan. We surveyed teachers seeking their feedback on the next Teacher computer model. The most prominent request is typically to gain more speed and system performance. Input received continued to drive features of the next generation teacher machine. A district Technology Refresh Planning Committee was formed to review the hardware options narrowed down by the IT Department.

The Refresh Plan committee selected a Dell Latitude 5320, 2 in 1, laptop model for the Teacher Refresh in 2021-22. The Chief Information Officer was the committee chairman. This laptop model was ordered in May 2021. Distribution began in the late fall of 2021 and was completed by 31 December 2021.

B. One-to-One Pilot

In early 2014, the Curriculum, Information Technology and Instructional Technology departments began to develop a new 1:1 Digital Pilot Plan. This plan included a vision and a set of guiding principles.

The student devices selected are touch screen tablets (Apple and Windows) for students in grades K-2 and Windows notebook computers for students in grades 3-12. The Pilot began in 2014-15 with seven schools and was expanded to eight schools in 2015-16 as specific grade levels.

At the end of the 2015-16 school year the Board was briefed that the outcome of the 1:1 Pilot had produced the following lessons learned:

- The cost to replicate the 1:1 model was not possible given current funding levels and high growth
- BYOD was discussed as an option to expand the use of student devices to produce a technology rich environment
- 1:1 was seen by many who participated (from students to teachers) as the desired end state
- 1:1 provided many options to enhance learning

The Board approved the shift away from a 1:1 model where all devices are District owned to a model where District owned and student/parent owned devices make up classroom technology and learning. This places more emphasis on the District providing a robust infrastructure (WiFi enabled) and teacher training to support more student owned devices (BYOD) engaged in learning.

C. Learning Management System (LMS)

In the 2016-17 school year, the District embarked on an LMS Pilot using Schoology at the following five schools: Landrum, Sebastian, St Johns Technical HS, Palencia and SJVS. These schools have received teacher training on Schoology and have begun to use and evaluate this LMS as a potential for future years. In the following year (2017-18) the use of Schoology was expanded to all students in grade 6-12. In the 2018-19 school year, schools were to work on gaining higher proficiency using Schoology as a digital delivery tool.

In March 2020, during the COVID-19 pandemic, the District moved to Schoology for all grades as a method to promote Distance Learning. For the 2020-2021 school year and beyond, Schoology has become the primary LMS for all grades.

D. New Family Mobile App

In the 2020-2021 school year, the District plans to implement a new mobile app for parents called the "Family app". This application is intended to provide parents quick access on their phone to their children's schedule, grades, assignments, calendar and much more.

E. Wireless Upgrades to 802.11ax equipment (2022-23)

Beginning in the 2022-2023 school year, the IT Department will embark on a wireless upgrade project for all schools (not including charter schools). These upgrades include new high-speed cabling (where needed), new GB network switching (where needed) and new high-speed wireless 802.11ax access points for classrooms and common areas. Because this project covers three technology areas and 40+ schools, it is slated to take one to two school years to complete and is expected to use eRate Cat2 funding.

F. Network and Information Security Upgrades 2021-2022 and beyond

The Information Technology department continues to strengthen the District's information security based tools and procedures to counter the ever-growing threat of Cybercrime. Because of the sensitive nature of information security, specific tools and methods used will not be published.

G. Security Cameras and Access Control Upgrades 2021-2022 and beyond

The Information Technology department has made considerable progress to establish new camera standards, add new and replace many failed cameras, and migrate existing Security Cameras from all District schools into one unified comprehensive Video Management system. This new system is also being used by the St. Johns County Sheriff's Office (SJSO) and can be easily accessed by key SJSO staff and School based YRD's to monitor situations during an incident or follow-up on past incidents. This coordination and system access has been tested by SJSO during active shooter training in our schools and found to dramatically increase situational awareness and reduce response time to intercept the threat.

In addition, we began adding new and/or replacing Access Controls in schools and District offices in what will become a multi-year project to phase in all schools. This new Access Control System (ACS) is also integrated into the Security Camera system saving training time and reducing management support efforts.

These new security cameras, access controls and system standards have also been infused into the design of new schools starting with the Toco Creek HS opening in 2021, Pine Island Academy School opening in 2021, Beachside HS opening in 2022 and new K-8 school "NN" opening in 2023.

Because the specifics of this security system are sensitive and not subject to Florida Public Records, most details will not be included in public documents, like this Technology Plan.

H. WAN Upgrades 2021-2022 and 2022-2023

The Information Technology department in concert with FL DMS completed design, installation and activation of new network hardware to double the connection speeds between the K-8 and high enrollment Middle Schools and the Internet.

I. Sales Tax Projects in Technology

As part of the Sales Tax funding, an estimated \$25M was allotted to support Technology over the 10-year period from 2016 to 2026. During the 2019-20 to 2021-22 years, the Information Technology department made considerable progress to purchase new Student computers, add 65"-75" interactive touch-screen displays to each classroom, in the summer of 2021 purchase approximately 2,600 new Teacher laptops computers that make up the 6th Refresh Plan (noted in para A above), equip schools with new Security Cameras and Access Controls (noted in para G above), equip schools with other classroom technology as needed and more. To see the technology progress by year, please reference the Sales Tax annual report.

J. Student focused Technology Learning

- **Elementary:** Students in elementary grades participate in STEM Fairs, Lego League competitions with robotics, participate in basic computer coding, and participate in STEM elective classes. Learning tools include, Schoology, Zoom, and NearPod.
- **Secondary:** Students in secondary grades participate in STEM elective classes, STEM competitions which include computer coding, robotics, 3-D printing, Digital Tools certifications, CTE classes and Career Academies. Learning tools include Schoology, Zoom and Microsoft Office Suite. These students become eligible for technology based Industry certifications and college credit.

K. Bring Your Own Device (BYOD)

1) Introduction

The St. Johns County School District is committed to providing students and staff a next generation learning environment in which every student has access to learning experiences and instruction designed around communication, collaboration, creativity, and critical thinking. Furthermore, the District is committed to immersing our students in the creation of knowledge and empowering our students to discover and innovate.

To expand the integration of Technology use in the classroom, the District began a pilot that promoted the use of student owned mobile devices in school otherwise called a BYOD program.

Six schools were chosen to pilot BYOD beginning in the second semester of the 2016-17 school year. The following year (2017-18) all schools began using BYOD as a means to supplement classroom technology.

Participation by students in the BYOD program is NOT required. Personally owned devices are a supplement to the equipment already in use in the classroom. BYOD is an optional program; parents are not required to purchase a device. When electronic devices are used to enhance learning in the classroom, students without a personal device will be provided access to an appropriate district-owned device based on availability or provided with an alternative way of completing the activity.

This BYOD policy will allow students, parents, staff and guests to use their own technology during the day when authorized by the teacher to enhance the learning experience. Examples of the types of technology which can be used are Windows laptops/tablets, Mac laptops, and iPads. The District has published mobile device recommendations for parents to reference on our website, under BYOD.

It is one of the technology goals of the district to ensure that each User's interactions with technology contribute positively to the learning environment both at school and in the community. SJCSJSD also recognizes that Users have widespread access to both technology and the Internet; therefore, use of personal devices and connectivity is considered to be included in the Acceptable Use Policy (AUP). All rules and policies applicable to the use of district owned technology and the AUP, apply to student-owned devices (BYOD) as well.

Please reference the District's website to view more about the BYOD program efforts and practices to include:

1. BYOD Introduction, Student Supervision and Security, Terms/Conditions and Guidelines
2. FAQ's
3. Recommended specifications for student devices

BYOD website link: www.stjohns.k12.fl.us/byod

2) Student Supervision and Security

SJCSJSD provides Internet content filtering controls for student access to the Internet using SJCSJSD's network as well as reasonable adult supervision, but at times inappropriate, objectionable, and/or offensive material may circumvent the filter as well as the supervision and be viewed by students. Students are to report the occurrence to their teacher or the nearest supervisor. Students will be held accountable for any deliberate attempt to circumvent SJCSJSD technology security and supervision.

Students using mobile and cellular devices while at school, during school or district-sponsored activities are subject to the terms and conditions outlined in this document and are accountable for their use.

3) Terms and Conditions

Access to the SJCS D network by student owned devices will be in the form of a wireless connection. This wireless access provided to the devices is designed to enhance the students' educational experience and outcomes. Connecting to the SJCS D Wi-Fi network with personal devices is a privilege, not a right. Permission to bring and use privately owned devices is contingent upon adherence to SJCS D guidelines (including the AUP). If a privately owned device is used by a student to disrupt the educational environment, in the sole opinion of SJCS D, that student's privileges may be limited or revoked.

SJCS D reserves the right to take immediate action regarding activities:

- 1) that create security and/or safety issues for the SJCS D network, Users, schools, network or computer resources;
- 2) that expend SJCS D resources on content it determines lacks legitimate educational content/purpose; or
- 3) other activities as determined by SJCS D as inappropriate.

These Terms and Conditions apply to all devices on the network including student-owned (BYOD).

Here are examples of inappropriate activity on the SJCS D network:

1. Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
2. Criminal activities that can be punished under law.
3. Obtaining and/or using anonymous email sites, spamming, spreading viruses.
4. Causing harm to others or damage to their property.
5. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
6. Deleting, copying, modifying, or forging other Users' names, emails, files or data, disguising one's identity, impersonating other users, or sending anonymous email.
7. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs.
8. Using any SJCS D computer/mobile devices to pursue "hacking," internal or external to SJCS D, or attempting to access information protected by privacy laws.
9. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
10. Using web sites, email, networks, or other technology for political uses or personal gain.

11. Users must not intentionally access, create, store or transmit material that may be deemed to be offensive, indecent, obscene, intimidating, or hostile; or that harasses, insults or attacks others.
13. Users must adhere to all copyright laws.
14. Users are not permitted to use the network for non-academic related bandwidth intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities.

4) BYOD Guidelines

1. Students may use a privately owned electronic “Internet ready” device on the SJCS D wireless network with teacher or administrator permission.
2. The use of a privately owned electronic device is to support and enhance instructional activities.
3. Students are not to share passwords and keep personal information private.
4. No privately owned electronic device may be connected to the SJCS D network by a network cable plugged into a data outlet. Network access is provided via Wi-Fi access only.
5. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on school grounds. This includes, but is not limited to using a privately owned electronic device as a cabled or wireless hotspot.
6. Voice, video and image capture applications may only be used with teacher or administrator permission.
7. Sound should be muted unless the teacher or administrator grants permission for use of sound associated with the instructional activities. A teacher or administrator may permit the use of ear buds or other types of headphones.
8. The privately owned electronic device owner is the only person allowed to use the device.
9. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services.
10. Devices are brought to school at the students’ and parents’ own risk. In the event that a privately owned device is lost, stolen or damaged, SJCS D is not responsible for any financial or data loss.
11. Violation of school policies, school board policies or regulations, local, state and/or federal laws while using a personal electronic device on the SJCS D wireless network will result in appropriate disciplinary and/or legal action as specified in the *Student Handbook* and *Code of Student Conduct*, School Board policy and regulation as well as by local, state and/or federal law.
12. The School or District personnel cannot attempt to repair, correct, troubleshoot or be responsible for malfunctioning personal hardware or software.
13. The School District reserves the right to take a privately owned electronic device that is being used or suspected of being used in violation of these Guidelines, the Code of Student Conduct, School Board policy or regulation, or local, state, or federal law or regulation. The School District may search privately owned electronic devices when reasonable, articulable suspicion exists that the device was used in violation of these Guidelines, the Code of Student Conduct, School Board policy or regulation, or local, state or federal law or regulation. Such searches are limited to the scope of suspected violation. The School District may contact appropriate law enforcement agencies and provide information concerning the use of the device for suspected violations of law or regulations.

5) BYOD Website FAQ's

1. What is the goal of the BYOD Program?

The St. Johns County School District is committed to providing students and staff a next generation learning environment in which every student has access to learning experiences and instruction designed around communication, collaboration, creativity, and critical thinking. Furthermore, the District is committed to immersing our students in the creation of knowledge and empowering our students to discover and innovate. The use of BYOD will increase the number of students engaging in digital learning.

2. What are the benefits of a BYOD Program?

- Fosters student ownership of their own learning
- Provides students with real time access to information using personal devices
- Consistent device access helps bridge the transition between home and school learning
- Increases student access to online instructional materials
- Allows for personalized learning
- Supplements school resources and equipment

3. What does BYOD stand for?

BYOD means, "Bring Your Own Device".

4. Why am I filtered on my own device?

Student and adult filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered, regardless of the device you use to access it while in a public school. The network you are using while at school belongs to SJCS D and will be filtered.

5. I brought a device to school and my teacher will not allow me to use it. What should I do?

The teacher has the final say on classroom procedures. If your teacher asks you not to use your device, you should follow his or her instructions. Although access is available, it is not guaranteed for every classroom situation.

6. I have a data plan from a provider (AT&T, Sprint, Verizon, etc.) on my digital device that allows Internet access without using the SJCS D student network. Is this allowable?

Students are expected to follow the Acceptable Use Procedures (AUP) when accessing the Internet from any device on campus or at a school sponsored event.

View the AUP: <http://www.stjohns.k12.fl.us/it/aup/>

7. How do I access the Internet on the student wireless network?

Students will connect to the Student wireless network using their district login credentials, (Student # + Password).

8. My personal device does not give me a prompt to choose a wireless network. What should I do?

Check the settings menu of your device to see if there is a network access icon. Select this icon and choose the student network from the list. Contact your teacher for help.

9. I need to save my work to the SJCS D network. Can I?

Yes, you can save your files to OneDrive, OneNote or other approved collaboration sites located on your student portal or to your personal device.

10. How will students be able to print?

Generally, students will not have the capability to print from their devices in school.

11. Will access to a personal computing device make my child a better student?

Portable computing programs are very effective at engaging students in the learning process and have a large number of success stories to report. Access to a personal device gives students access to “anywhere, anytime” learning and collaborative platforms.

12. Does my child really need to bring a device to school? Isn't a home computer adequate?

A desktop computer at home can certainly be an asset for any student however, students benefit from using technology that enables anytime, anywhere learning. It's not just about having access to a computer; it's about having a computer available whenever needed to assist learning. Portable computing program parents frequently report that, even in situations where there is a desktop computer at home, students use their mobile device more and in different ways than they used the desktop computer.

13. I am concerned that my child will abuse the Internet and/or be targeted by a predator.

While connected to the District wireless network your student will use the District's Internet filtering suite. Although it is not 100% foolproof, it does an excellent job of keeping the Internet safe for the majority of students.

Parents can reference the following website as a guide for safe Internet use: *Common Sense Media* – <http://www.commonsensemedia.org> – is a free online resource with educational parent videos that can help open a dialog between parent and student regarding Internet safety, privacy and ethical use.

14. Are there suggested accessories?

A protective sleeve, case or cover is suggested. This will provide more protection for the day to day use of these mobile devices. A headset (head phones or ear buds) will be useful when accessing a website with audio and/or video.

15. Are there any specifications for the type of laptop, or tablet my child may bring to school?

Please reference the recommended mobile device guidelines and specifications.

16. Who pays for the technology brought to school?

These devices will be purchased by, and remain the property of, the student and his/her family.

17. Who is responsible for any repairs or updating to personal computing devices?

Students and/or their families are responsible for their personal computing devices at all times. The District will not repair or update any personally-owned computing devices.

18. Who is responsible for damage, loss, or theft of devices your child brings to school?

Families must stress the responsibilities their children have when bringing their own computing devices to school. Any student owned devices brought to school are their sole responsibility. The District takes no responsibility to search for lost or stolen devices nor is there any assumption of financial responsibility for damaged, lost or stolen personal mobile devices.

19. Will the family need to have Internet access at home?

It is certainly helpful to have some form of Internet access (wired or wireless) at home in order for your child to make full use of school and internet resources but it is not required in order for a child to use a personal computing device at school.

20. Are students expected or required to bring in a personal device?

No. Personally owned devices are a supplement to the equipment already in use in the classroom. BYOD is an optional program; parents are not required to purchase a device. When electronic devices are used to enhance learning in the classroom, students without a personal device will be provided access to an appropriate district-owned device based on availability or provided with an alternative way of completing the assignment.

21. Will my child need to have a signed Acceptable Use Policy on file?

Yes. Both the Student Acceptable Use Policy and the Bring Your Own Device - Student Technology Acceptable Use Addendum forms must be signed by all students who want to have access to educational resources. Parents/guardians of students under age 18 are also required to read and sign the agreement. Students 18 or older may sign the document themselves. Signing the document indicates that the student and parent/guardian have read and understand the expectations of the School District.

22. Will my child be expected to use his or her computing device both at school and at home?

Yes, as with traditional assignments, some assignments may need to be completed at home.

23. Will pencil and paper be abandoned as a result of the BYOD program?

No, writing will still be a part of the learning process and used to prepare students for college and career.

24. Can my son/daughter use another student’s personal device?

Personally owned devices should only be used by the owner of the device.

25. Will there be “charging stations” so my child’s electronic device can be recharged?

Students are responsible for charging their respective personal device prior to arriving at school for the day. “Charging stations” will not be provided. (See recommended device specifications for battery runtime requirements)

26. When and how (and where) will my child be using their device during the school day?

Students may use their personal devices to complete in-class activities, check grades, collaborate with other students and teachers, complete homework, conduct research, access websites with curriculum-related content, keep track of classroom assignments, and record journal entries and other approved instructional activities with Teacher approval.

27. When can a students’ BYOD privilege be revoked?

If a student is not following the BYOD guidelines and/or the AUP for the use of a personally owned device, an administrator can revoke the privilege at any time through the regular discipline process.

28. Will students be able to use their devices before or after school? During lunch? In the library media center?

The administration at each school will determine which locations other than the classroom setting, if any, that personally owned devices can be used during the instructional day. However, if the use of the device causes disruption in the specific setting, the student can be directed to put it away.

29. Can a personal device be used for productivity purposes but not access the Internet?

Yes, at appropriate times and *in accordance with teacher instruction*. A device must not be a distraction or disruption for the student or others.

30. Is additional software (virus protection, filter, tracking device, etc.) required to be installed on the device which will be used at school?

Virus protection is highly recommended on devices that can support such a program. Additionally, it is highly recommended that devices have “device locator services” activated.

31. How will students be prevented from texting their friends or surfing the Web?

There is no guarantee that a student will not text friends or perform other unauthorized activities during school. Students will be instructed on appropriate times and ways the

devices can be used. Students will also be instructed to put DEVICES AWAY when they are not completing a specific instructional task.

32. Can a student use a personal device at any time during the school day?

No. The teacher in the classroom has the final say on procedures in the classroom. If he or she asks a student not to use his or her technology tool, then the device should be put away. Access is only available, not guaranteed or expected for every classroom situation.

33. Is technical support available if the device won't connect to the network, stops working, or breaks?

No. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any district staff diagnose, repair, or work on a student's personal device. It is not the responsibility of the teachers or other school/district staff to troubleshoot individual devices.

34. Will students be able to use ear buds or other types of headsets?

Students may use these during class, ONLY with the permission of the teacher or administrator. Any other uses outside of the classroom environment are at the discretion of the building administrators. Students may not use ear buds or other types of headsets while in the hallways.

35. Will students be able to record teachers or classmates (audio or video)?

Unauthorized audio or video recording is prohibited. Voice, video, and image capture applications may only be used with prior teacher permission and for a specific instructional purpose.

36. May I use software, applications or programs of my own?

Yes. If you have them on your device and they do not violate the AUP, a Board rule or any technology guidelines, you can use those applications.

37. Will all teachers implement the use of personal computing devices in their classroom instruction?

No. Although we encourage teachers to leverage the technology tools in their classroom for learning, there is no requirement. Teachers are in charge of the way their class functions and the rules that apply.

38. Can students' plug-in to any of the District's data outlets?

No. Students with personal devices may only connect to the District's network through the District's Wi-Fi that was established for students.

39. What if I am not in a BYOD pilot school? May I still participate?

No, you may not at this time because we are working to increase the bandwidth and WiFi capacity at all schools to support BYOD. Eventually all schools will be participating in BYOD.

40. Will BYOD machines be used for online testing and/or assessments?

At this time, BYOD machines may be only used for teacher created assessments. BYOD machines are not to be used for state testing (FSA or EOC), District Defined Assessments, or District Mid-Term and final exams.

L. Mobile Device Specification Guidelines for Student Devices

Mobile Device Recommendations/ Guidelines for Students				
This document provides recommendations for the minimum specifications needed to have a device that can be successfully implemented in the SJCS D BYOD program. This list should be used as a guide as there are a variety of devices currently on the market. Not all devices may have the capability to integrate with all programs used at SJCS D. Individual schools may have additional recommendations specific to their school.				
	Minimum Recommended		Ideal Recommended	
Form factor	iPad or Laptop w/touch screen (Grades K-2)	Laptop (Grades 3-12)	iPad or Laptop w/touch screen (Grades K-2)	Laptop (Grades 3-12)
Storage & Memory Capacity	32 GB, 8 GB RAM	128 GB, 8 GB RAM	128 GB or higher, 16 GB RAM	256 GB or higher, 16 GB RAM
Operating System	iOS 14.3 or higher	Win10/Mac10x	iOS 15.x or higher	Win10/MacOS
	We always recommend the latest Operating System capable for each device			
Min Screen size	10.2” iPad, 11” Laptop		10,2” iPad, 11” Laptop	
Wireless Card	Dual-Band (2.4Ghz and 5 Ghz) 802.11ac		Dual-Band (2.4Ghz and 5 Ghz) 802.11ax, Wi-Fi 6	

7. Acceptable Use Policy (AUP) guidelines for Students and Visitors

Please reference the current AUP (which also includes Internet Safety Policy guidance) on the District’s website using the link below:

- <https://www.stjohns.k12.fl.us/it/aup>

8. District Technology Standards

A. District Technology Hardware Standards

Technology based hardware standards are established and published by the IT department on the District’s InsideSJCS D website. Standard computers and other technology hardware have been vetted and are approved by schools and departments to purchase. By establishing standards, the District can ensure maintenance and training are streamlined for District users.

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.

B. 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. These organizations shall also meet the District technology standards.

C. Donated Computer, Tablet or Printer 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:

2022-2023 School Years Donation Minimum Standards for Computers/Printers:

- All systems and equipment must be in good working order.
- **Apple-based Systems:**

Desktop	Notebook	iPad or iPad Mini
Intel Dual Core Processor or higher	Intel Dual Core Processor or higher	iOS 14x or higher
Only LCD monitors will be accepted	HD Display	No 3G or 4G devices (only WiFi capable)
Running Mac OS 10.x	Running Mac OS 10.x	32 GB RAM minimum
16 GB RAM	8 GB RAM	iPad Air 2 or higher
250 GB Hard Drive or greater	250 GB Hard Drive or greater	iPad Mini
Ethernet Card Built-In Documentation verifying licensed copy of Operating System	Ethernet Card Built-In (optional) Documentation verifying licensed copy of Operating System	
Intel Dual Core Processor or higher	Intel Dual Core Processor or higher	

- **Windows-based systems:**

Desktop	Notebook	Tablet
Intel Dual Core Processor or higher	Intel Dual Core Processor or higher	Intel Dual Core or Mobile Processor or higher
Running Windows 10 or higher	Running Windows 10 or higher	Windows 10 or higher
16 GB RAM	8 GB RAM	No 3G or 4G devices (only Wi-Fi capable)
250 GB Hard Drive or greater	250 GB Hard Drive or greater	7" minimum screen size
Only LCD monitors will be accepted	Ethernet Card Built-in (optional)	
Documentation verifying licensed copy of Operating System	Documentation verifying licensed copy of Operating System	
Intel Dual Core Processor or higher	Intel Dual Core Processor or higher	

- **Printers:**
With the lower cost of network and laser printers and cost to dispose, we will not be accepting any used printers as donations. Exceptions can be made by the Director of Purchasing.
- **Other Technology-based equipment:**
Other equipment not listed above must be approved by the Principal, CIO 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 Officer. If approved, the appropriate asset inventory procedures should be followed.

D. Transferred Technology Equipment with the District

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

E. Data and Interface Standards

The District has adopted several standards used to exchange data or import/export data to and from key systems. The standards established by IMS Global are among those that show promise. One of those standards is called “One Roster” which establishes a format for vendors to process student roster information from the District. Other key standards include Common Cartridge and Thin Common Cartridge which are used to import digital content when using a Learning Management System (LMS).