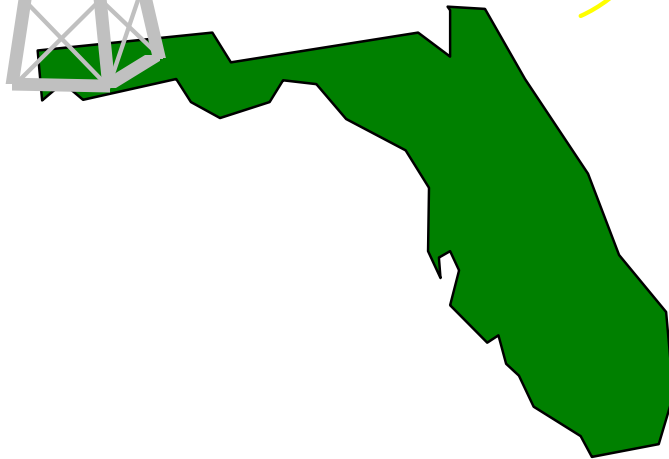


DISTRICT TECHNOLOGY PLAN
Jackson County
2011-2015



The School District of Jackson County
Marianna, FL 32447
Lee W. Miller, Superintendent

Board Approved (02/15/2011)
DOE Approved ()

**JACKSON COUNTY SCHOOL BOARD
TECHNOLOGY PLAN 2011-2015**

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DISTRICT TECHNOLOGY PLAN

Jackson County

2011-2015

1.0 MISSION STATEMENT

1.1 Promote the effective use of information communication technology (ICT) to implement the Sunshine State Standards and improve performance of all students.

The mission of the Jackson County School Board is to provide a technology-rich learning environment where all students will:

- have the necessary tools and skills to achieve a high level of performance on the Next Generation Sunshine State Standards and the National Education Technology Standards for students (NETS).
- use technology to find and apply current information and resources.
- apply their academic skills for solving real-world problems.
- assume responsibility for their own learning and work cooperatively to meet group as well as individual personal goals.

2.0 GENERAL INTRODUCTION/BACKGROUND

2.1 District Profile

Jackson County is a rural school district in the Northwest Florida Panhandle. The population, based on the 2005-2009 American Community Survey was 49,618. The population has grown at 6 percent during the survey period. The school district has a total enrollment of 7,062 students in 17 schools with 61.2% Caucasian, 30.2% African American and 8.6% other. Currently the majority of the population is employed in the areas of agriculture, corrections and small business. The lower incomes produced from these types of occupations have caused the county to have a **60% qualifying rate for free and reduced breakfast and lunch programs**. In FY 2009, 87.2% of students entering ninth grade four years previously graduated, A significant percentage of these continue their education through junior colleges or universities. Chipola Jr. College is located in the county seat in Marianna.

2.2 Planning Process - Provide a description of technology plan development process to include but not be limited to:

a) Development of partnerships with community, business and industry

Jackson County combines resources from the local school level, district level, and regional level to create a technology plan capable of meeting the diverse educational needs of this county. This technology plan is **created and continually updated by members of the district technology committee**. Each committee member contributes expertise and provides information gathered from area contacts to create the district technology plan. The members of the committee and their areas follows:

The **MIS Director** provides district level guidance to the planning process to ensure that the plan meets applicable laws, policies and requirements within the district and state. The director also provides coordination between the program directors at the district level to ensure technology needs and requirements are met in all areas.

The **District Network Manager** provides technical guidance in the planning processes to ensure that the technology plan meets technical specifications set by the district and state.

The sixteen **Technology Coordinators** each provide input from the local school level. These individuals meet with the school improvement committees and School Advisory Councils to solicit input from school administration and staff, parents, business partners, and community members.

The **Director of Facilities** works with the committee to ensure coordination between facilities planning and technology infrastructure planning.

The **Community and Business Coordinator** acts as a liaison for the school business partners, community, and local industries.

The **representative from PAEC** shares information to ensure that the county is making the best use of available regional services and to assist in the technology plan development process by providing a yearly district wide technology needs assessment survey.

b) Integration of technology in all areas of the curriculum, ESOL and special needs including students with disabilities

The district technology committee has made a concerted effort to provide an **equitable education for all students with varying abilities, exceptionalities and primary languages**. There are 16 schools in the district. Twelve of these schools provide regular education to preK-12 students. Each of these schools also serves special needs student populations. These schools work closely with the Exceptional Student Education and English as a Second Language departments to provide the appropriate equipment and software to meet these special student needs.

While Jackson County is moving to provide retrofit and high levels of technology to all schools, four district schools have provided technological challenges to the county. Hope School is a preK-12 special ESE center school providing full-time education for physically, intellectually, and emotionally handicapped. The district also provides adult education to students at Sunland, an institution for mentally handicapped individuals. A high level of technology, including special assistive/adaptive devices are needed at both Hope and Sunland in order to ensure equitable education.

Jackson Alternative School, JAS, a dropout prevention school, was opened in the 1995-96 school year to provide a unique educational opportunity for students who could not be adequately served with mainstream education. The technology at this school was implemented to provide students a means to remediate themselves and return to their home schools.

The Adult Education Center in Jackson County also provides an alternative educational means for students to reach graduation or GED goals. This center provides much of its educational content through the use of technology.

The parents and business community of Jackson County expect a high level of technology-rich education to **prepare these students for the professional and technical careers** which are beginning to move into our area and for careers in other regions more technically advanced than ours.

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

Currently, there is no collaboration with adult literacy service providers available in Jackson County.

3.0 NEEDS ASSESSMENT/GOALS

3.1 Description of information-based processes used for determining district instructional and administrative telecommunication and technology needs

District instructional and administrative technology needs are **determined by input from:**

- The local schools (Student, Teacher and Parent Climate Surveys)**
- The district technology committee**
- The Technology Resources Survey (DOE)**
- Formal Grant Evaluations (EETT)**
- The Electronic Professional Development Center ePDC**
- Yearly Equipment Inventories**

This input is combined to determine and prioritize district needs.

Input from each local school begins with a **school improvement committee**, comprised of the school technology coordinator and other school staff. Some of these committees also include parents, students, business partners, and community members. This committee assesses the needs of the local school, based on instructional and school improvement goals, climate surveys and the current status of technology. The School Advisory Committee, the School Improvement Team, the administration, and instructional personnel from all areas also provide input into this process. Each local school then revises the school improvement plan to reflect these needs. The technology coordinator at the local school then **communicates these needs to the District Technology Committee**. Principals also play an extensive role in providing information about local school technology needs through regular communication channels with district personnel.

The requirement to survey school technology readiness, for the the proposed federal telecommunications discounts, will be met through the DOE Technology Resources survey and information retained by technology coordinators assigned to each school. The technology coordinators are responsible for keeping an accurate record of the computer equipment currently available and equipment which is budgeted for during the current or next academic years. The technology coordinators also serve as site contacts for installation, documentation and maintenance of the technology infrastructure including the electrical system capacity at each assigned school.

Individual school survey information is pooled by the District Technology Committee to complete the district-wide technology information needed.

Formalized grant evaluations performed under the EETT grant program will also be used in the needs assessment process. Currently the University of South Florida has been hired to perform these assessments.

Training needs will be assessed with reports available through the ePDC professional development program. The ePDC program is used in Jackson County to maintain a record of all teacher inservice and the evaluation component of each inservice.

While the needs of local schools are central to the determination of district-wide needs, the leadership role played by **district personnel** is vital to this process.

District Technology leaders gain information through state meetings and directives, technology contacts and publications, and training sessions. This information is then shared with the local school through the technology coordinators. This enables local schools to be aware of and consider needs which might otherwise have been overlooked.

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

Personnel at the district level continue to investigate emerging technologies and evaluate their suitability for schools in the district. Vendor presentations, product evaluations and small pilot projects are all used to evaluate new infrastructure and software solutions. This information is shared with the District Technology Committee. Technology coordinators on this committee bring this information back to each school.

Each local school uses the expertise of its technology coordinator and technology committee to determine needs associated with infrastructure, equipment, software, training, and support. These needs are communicated to the district by the school technology coordinator and/or the principal. This information is used by the district in charting a course for support.

3.3 District Technology Goals: Short-term and long-term goals

Jackson County has established the following goals toward the fulfillment of our mission and realization of our vision:

Goal 1: Students will perform the complex and high level tasks demanded by the Next Generation Florida Sunshine State Standards and the National Education Technology Standards for students (NETS).

Objectives:

1. Adopt National Education Technology Standards for students. Require 8th grade students to take the Florida Student Tool for Technology Literacy (ST2L) each year to evaluate progress.

2. Use Web 2.0 collaboration tools to facilitate the creation of a district wide curriculum map.
3. Implement interim testing of Florida Sunshine State Standards on a district wide basis.
4. Provide a district-wide program to assist the schools with data analysis of the FCAT testing data.

Goal 2: Provide up-to-date technologies in sufficient quantities for students and staff

Objectives:

1. Provide at least one class-sized academic computer lab for each middle and high school in addition to vocational labs. Provide at least one class-sized multi-function lab for each elementary school.
2. Provide each teacher with an up-to-date multi-media computer including productivity and classroom management software in their classroom.
3. Provide multi-media equipment including: projectors, smart boards or portable wireless white board devices, printers, scanners, digital/video cameras, and VCR/DVDs for classrooms and labs as needed.
4. Maintain a district wide web based library automation and textbook management system.
5. Provide productivity software and educational programs which can be effectively integrated into the curriculum. Software should be aligned to the Florida Sunshine Standards. Sufficient licenses should be purchased to meet educational goals and legal requirements.

Goal 3: Provide Network and Internet access to all students and staff

Objectives:

1. Continue to maintain digital transmission service including internet access and routing equipment in each school with sufficient capacity to meet the schools educational needs.
2. Continue to upgrade the internal network infrastructure in each school to keep up with current standards. (min 100mb managed Backbone)
3. Provide wireless network coverage school wide at each district school and facility.

4. Upgrade network servers and network resources at each school on a continual basis to meet technological and educational needs.
5. Maintain district security/firewall software and hardware necessary to combat Spam, Pop-ups, Viruses, and malicious activities.
6. Maintain district and school web servers to provide storage for web pages and other network resources for each of the schools.
7. Implement a district web portal to provide access to individual teacher web pages, district curriculum and all district wide software resources.
8. Implement Web 2.0 tools including student e-mail accounts for collaboration between schoolboard employees, students, parents and the community.

Goal 4: Provide hardware and software support for technology in the schools.

Objectives:

1. Provide one technology coordinator for each school to be responsible for staff development, equipment and software installation, research, evaluation and recommendation of technology, troubleshooting, grant writing and public awareness.
2. Provide one district-level Network Manager, one Computer/AV Technician, and one Telecommunications Specialist to provide support for the technology coordinators and to coordinate technology at the district level.
3. Support purchasing policies for equipment and software which include telephone support and maintenance agreements.

Goal 5: Provide staff with encouragement, training, time, and resources to effectively use new technologies.

Objectives:

1. Provide summer technology training inservice for teachers and staff. Training topics will include integrating technology, multi-media and internet into the curriculum as well as basic computer and application skills.
2. Technology Coordinators will provide in-school technology inservice opportunities during school on planning periods, at after-school workshops, during planned school-wide inservice days, and on teacher planning days.
3. Create an in-class training initiative to help teachers integrate technology tools as part of project based learning. Technology

coordinators will work with teachers in the classroom during class time with projects which include the use of multi-media, computers and projection systems.

4. Continue to train staff to use technology to expedite record keeping and management duties. Streamline the input of grades and attendance through the implementation of a district wide program which will integrate with the district student database.

Goal 6: Strengthen partnerships with parents, community, business, industry, and other organizations that support the effective uses of instructional technology through funding and support services.

Objectives:

1. Provide a parent inservice once each year including classes introducing the technologies used in the schools.
2. Invite parents and community members into the schools for classes on the new technologies.
3. Provide web-based access to a district-wide grade and attendance system to keep parents informed on their student's progress.
4. Provide a web-based school/parent communication tool or portal including announcements, calendars and messaging.

Goal 7: Provide administrative computing resources to meet the state and local requirements.

Objectives:

1. Continue to maintain and upgrade administrative computing resources to meet state reporting requirements.
2. Continue to maintain and update a storage and retrieval system for management of the district records.
3. Continue to employ two programmers at the district and a data-entry operator at each school to maintain the district student database.
4. Maintain a district-wide grade and attendance program which will integrate with the district student database.
5. Maintain a student management system for PreK and early childhood students.
6. Maintain a web-based IEP database to facilitate accurate record keeping and report generation on a school and district basis.
7. Maintain a district-wide e-mail system for administrators, teachers and staff including e-mail archiving capabilities.

8. Maintain a transportation database to effectively manage the districts transportation needs.

4.0 FUNDING PLAN

4.1. 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.

The implementation of technology in Jackson County is directed by the district's Technology Plan. Schools within the county use the district's plan as a foundation for writing their own Technology Plan. Each school's Technology Plan, driven by the school's School Improvement Plan, specifically stipulates priority of expenditures in the areas of infrastructure, hardware, software and training. Funding for these technological improvements is provided through various federal, state, and local projects as identified in **Table 1**.

- Three Year Plan

The sources designated as recurring funds are expected to continue at approximately the same rate over the next three years. Local allocations in the area of personnel are also expected to continue at approximately the current rate over the next three years. General funds fluctuate each year, but will be at least sufficient to continue to support the existing technology base. The county will continue to apply for grants such as the EETT grant each year they are available.

4.2 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.

Funding sources for each of the technology plan goals are shown in **Table 1**. Sufficient funds have been made available to implement each of the stated goals. The district has and will continue to apply for E-Rate discounts each year that the program is available. Funds have been allocated from district funds to pay for all technology initiatives regardless of E-Rate discounts.

4.3 Specifically identify the district's allocation and or utilization of Public School Technology Funds.

The PSTF funds are allocated for school and district internet line charges not covered by e-rate. The balance of the funds will be allocated for instructional salaries.

Table 1 Funding Sources

Source	Recurring or Yearly	2011-2015	Goals and Objectives Met from Fund Sources	E-Rate Impact
Federal Allocation				
Chapter 1 or Title I Allocations	Recurring	\$18,245	Goal 2: Hardware and software purchase	No
Tech Prep Allocations	Recurring	\$4,876.00	Goal 2: Hardware and software Purchase for Tech Prep program	No
NCLB Title II Part A	Recurring	\$50,000	Goal 5: Allocated to pay for teacher training, technology conference attendance and summer technology training	No
State Allocation				
Public School Technology Funds (PSTF)	Recurring	50,000	Goal 3: Provide Internet Lines (Portion not covered by E-rate)	Yes Internet
Instructional Materials Allocation	Recurring	\$24,000	Goal 2: Provide software to meet objectives of goal 2.	No
No Child Left Behind EETT Grant Part 1 Allocation	Recurring Will Apply as available	\$16,392.71	Goal 1: Provide subscriptions fees for FCAT data analysis programs Goal 5: Provide Summer technology training for teachers	No
No Child Left Behind EETT Grant Part 2 competitive	Recurring Will apply for Grant	NA	Goal 2: Provide Laptop Carts in the classrooms Goal 5: Provide technology integration training on new equipment and software	No
Local Allocation				
Instructional Support Pers.	Yearly Award	\$950,000	Goal 4: 16 Technology Coordinators; 1 Network Manager; 1 Computer/AV Technician, 1 Telecommunications Technician	No
Admin Support Personnel	Yearly Award	\$700,000	Goal 7: 2 Programmers and 16 Data Entry Operators in support of student data collection and district level support	No
General Funds Dist. Technology Expenditures	Yearly	\$75,000	Goal 7: Provide local, long distance, service for schools. (portion not covered by E-rate) Maintain administrative computing resources to meet state and local requirements.	Yes Teltelecom. Network Maint.
Business Awards				
1/2 Cent Sales Tax	Recurring	\$400,978.06	Goal 2: Allocated to each school for hardware and software Goal 3: Provide network infrastructure district wide	Yes Servers/ Network

5.0 TECHNOLOGY ACQUISITION PLAN

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

The following technologies will be needed to meet the district instructional goals:

- Metropolitan Area Network Connections for all schools;
- Internet access;
- Instructional TV;
- Multimedia/networked teacher workstation;
- Networked student stations;
- Computer stations for administration and support personnel;
- Multimedia equipment including televisions, VCR/DVD's video/digital cameras, scanners, printers, and presentation systems;
- File servers and other network technology;
- Software, videos, CD's;
- Specific technologies for subject areas, such as graphing - calculators, probeware, CBL units, MIDI devices, and others as deemed appropriate;
- Adaptive and assistive technology devices for special needs students;
- Library automation; and
- Printers including deskjets and networked laser printers and copiers.

5.2 District Plans to acquire software and technology-based educational materials which are usable by students with the widest range of abilities to deliver technology-based instructional programs in support of the Sunshine State Standards.

The technology committee in each school works with faculty, administration and parents to provide technology-based educational materials deemed most needed by their students. The staff at the district level provides input on the suitability and interoperability of these programs with existing technology and curriculum.

A yearly on-line subscription to Renaissance Place provides all schools in the district with access to the Accelerated Reader, STAR and STAR Early literacy programs. This program tests reading comprehension by means of an on-line computerized testing system.

The district has standardized on the Classworks Web integrated learning system (ILS). This program is an open learning system which manages teachers' favorite software and integrates it with the Sunshine State Standards into a comprehensive math and reading curriculum for grades K-8. This program is used in both the lab and classroom environment.

The Adult Education Center uses an on-line subscription to the Plato ILS to help student's complete missed classes or prepare for the GED.

A yearly subscription for United Streaming from Discovery Education provides digital video on demand service. This subscription has been purchased to bring K-12 videos aligned to the FSSS into the classrooms

The district provides on-line credit recovery and credit for promotion options through The A+ program at Jackson Alternative School and Odysseyware 6-12 district wide.

Most of the high schools have installed networked test preparation/remediation software to assist students with the standardized tests. Each high school has installed a computer lab, for use by the academic teachers. The lab allows teachers to bring their entire class to the lab at one time for internet research, projects, and to use the test preparation or remediation software.

Schools are using the programs which are available from DOE including the FCAT Explorer, FCAT Achieves, and the Florida Virtual School. Schools will continue to take advantage of on-line resources.

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

a) Adopt National Education Technology Standards for students (Goal 1)

Require 8th grade students to take the Florida Student Tool for Technology Literacy (ST2L) each year to evaluate progress.

b) Provide a New Training Model for Staff Development (Goal 5)

School based technology coordinators work with teachers during class time to help teachers and students use project-based-learning in the classrooms.

c) Retrofits, Computers, Software, Network Hardware (Goal 2)

Jackson County approved the half-cent sales tax for the second time in 2006. The sales tax will continue for ten years, through 2016. All Sixteen schools were previously retrofitted through half-cent sales tax. Twenty Three percent of the current sales tax is used to equip the schools with computers, software and network hardware. All school networks are being upgraded to a 100mb infrastructure with smart switching technology. Servers are upgraded every three or 4 years and computers are upgraded and changed out as needed.

d) Internet Access (Goal 3)

Currently, all district schools have internet access with 10mb fiber connected to a Metropolitan Area Network through Century Link and AT&T. The internet equipment including a district firewall is leased and the vendors are responsible for the maintenance and upgrades of this equipment. A Web server is maintained at the district office for district and school web pages. The main emphasis in the next two years will be on teacher/student internet training and curriculum integration.

e) Provide Administrative Computing Resources (Goal 7)

An AS/400 was purchased in 2010. This computer is adequate to maintain the district student database, CrossPointe, and other district resources. An imaging system from RVI along with network attached storage were also purchased for use with the new AS/400. The imaging system includes a web interface to make records available over the intranet. The CrossPointe student data base is currently at the highest revision and will continue to be updated as new revisions become available. The emphasis in the next three years will be on equipment maintenance/upgrade and training for the district office staff.

5.4 Appropriate technology acquisition policies or procedures:

Technology purchases must be approved by the school technology coordinator and the MIS director. Purchases will be screened for consistency and interoperability with existing and future technology delivery systems, upward migration to emerging technology standards, manageability, support and maintenance requirements. The technology coordinators will work with the district technology committee to maintain similar standards on a district-wide basis.

5.5 Provision for technical guidance to school and district personnel responsible for making strategic technology-related purchasing decisions

The district will provide guidance about technology purchases to each school. The District Network Manager and MIS Director are available to the school-based technology coordinator for constant consultation. In addition, time will be devoted to the dissemination of knowledge about technology expenditures in the regular meetings of the District Technology Committee. District personnel will be granted time and funds to explore new and innovative technologies through conference attendance, site visits, publications, and other opportunities as deemed advantageous. They then can recommend the best use of technology funds.

6.0 ACCESS

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

a) Providing for the equitable distribution of resources to support the Sunshine State Standards.

District:

Each school is connected to the AS/400 at the district office which provides access to the student database, RVI, and maintenance work-order system. Schools are able to access the Internet through a district provided internet connection. The schools are connected to the district office through a Metropolitan Area Network.

Buildings:

Each school in the district has been retrofitted to state retrofit standards. Each school has access the Internet and its available services.

Each school has a Local Area Network and the services that it provides.

Classroom:

Technology coordinators will work with teachers to integrate technology into all areas of the curriculum. This integration will ensure that all students have equal access to technology.

Each teacher will be able to use technology for research, productivity, communications and administrative tools.

b) Providing access for teachers, parents and students to the best teaching practices and curriculum resources through technology.

Students, teachers, parents, and the community will have access to technologies as they become available upon reading and signing the Acceptable Use Policy form.

c) Providing access for students with special needs including those students with disabilities.

Equitable access is assured for all students, regardless of disability or handicapping condition. Assistive and adaptive equipment and software are provided to maximize access. Physical and occupational therapists work with students in developing positioning strategies that ensure total access.

d) Providing appropriate access to external instructional service and programming providers, such as public libraries, charter schools, remote teaching sites, home school connections, online products and other services.

The external entities in Jackson County include one major public library with several branches, two private schools and many home-school students. . All external instructional service providers have access to the any on-line services provided by the district. These providers are also included in federal grant applications such as the EETT grant. As of the 98-99 school year, the school board will accept credit given under the Florida Virtual High School program, which is available to home-school students and all other external instructional service providers.

e) Providing access to information for decision making by teachers and administrators.

The teachers and administrators have access to the AS/400 mainframe for retrieval of student data and maintenance information. They also have access to the school-wide networks for administrative decision-making tools, such as group and resource scheduling, e-mail, and school calendars. The district maintains a license for Pinnacle to provide access to a grade, attendance and school/home communication information. This system will provide extensive reporting capabilities for teachers and administrators.

6.2 District Acceptable Use Policy for access to all systems including Internet/World Wide Web:

a) Protects the confidentiality of students.

District Level

State-required student confidential information is kept on the district's AS/400 computer, located in the district office. District personnel cannot access the system without a system profile on the AS/400 and additional security in the Cross Point student database. The Data Manager or Programming Manager at the district level must authorize this access, with the additional approval of the Director of MIS.

Historical student data is maintained in the vault at the district office. Material stored on network attached storage (NAS) cannot be accessed without a user profile on the District AS/400, and additional user-authorization is required to access the RVI program. The Data Manager or the Programming Manager at the district level must authorize this access with the additional approval of the Director of MIS. Much of the older student data is stored on microfiche and secured through the physical security of the vault, which is never left unattended while open.

School Level

The technology coordinators, along with the school administrators, are responsible for developing a security policy to restrict access to confidential information stored on the school-wide network. Security for stand-alone systems or systems maintained within a single classroom is the responsibility of the personnel assigned to that equipment. The technology coordinator will assist school staff and administrators in locating and implementing the appropriate security programs for these systems.

Internet

Student personal information will not be placed on the web without written consent from parents.

b) Protects intellectual property rights, licensing agreements and legal/ethical standards for sharing of resources with other educational entities.

The district will protect the intellectual property rights of the students, teachers, staff, and administration, providing these rights do not infringe on the rights or safety of others. The district also adheres to all Federal, State and District laws and policies concerning software license agreements. Legal and ethical agreements will be sought with vendors for the use of their software through district or school-based site license agreements. The district will enter into an Acceptable Use Policy with all students, staff, teachers, and administrators to ensure compliance with all laws and policies. **Appendix A - Jackson County School Board Acceptable Use Policy**

c) Maintains the integrity of systems, programs and information resources.

District Level

Both the AS/400 and the Novell server are backed up nightly. Individual backups exists for each day (M-F) of the week. The previous night's backup is stored off-site until the next week, when it is reused. In the event of a natural disaster, Jackson County has a disaster recovery plan in place with Bradford County to share technology resources.

School Level

The Technology Coordinator is responsible for daily file server backups of the school-wide network. Data backup for stand-alone systems or systems maintained within a single classroom is the responsibility of the personnel assigned to that equipment. Virus protection software will be included on each new file server and is required for each computer purchased.

All school-wide file servers are attached to an Uninterruptable Power Supply (UPS) . The technology coordinator is responsible for maintaining a regular testing schedule for this UPS equipment.

School staff and administrators are responsible for the supervision of students given access to secure systems within the school.

d) The District Acceptable Use Policy will address the following areas:

(Appendix A)

- Access by minors to inappropriate matter on the internet and World Wide Web
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- Unauthorized access, including so-called "hacking", and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal information regarding minors

6.3 A Technology Protection Measure:

Jackson County has chosen to use an on-site appliance as their technology protection measure. All staff, student, and administrative connections are routed through this internet filter for access to all internet resources. This internet filter blocks pornography, and visual depictions that are obscene or harmful to minors. The IBOSS web filter meets the CIPA requirements for E-Rate Eligibility.

The technology coordinator at each school may disable the filter for adults engaged in bona fide research or for other lawful purposes.

7.0 USER SUPPORT PLAN

7.1 Network management and improved support for end-users in classrooms.

Jackson County is dedicated to providing a district-wide network to connect offices, school sites, and classrooms. On the district level, a district network

manager provides leadership for the district office and all schools. She oversees and coordinates ongoing technical and programmatic activities. Technology coordinators act as network liaisons/resource people to provide the necessary technology support at the school and classroom level. They are responsible for the daily operations/maintenance of the networks and technology infrastructure. The Network Manager and Technology Coordinators form a network planning technical committee to identify existing or planned resources to support effective and efficient information delivery to educators and students.

7.2 Development of district technical support options for equipment maintenance and replacement.

A well-defined procedure for equipment maintenance and service has been established to ensure maximum use of all equipment. On the school level, teachers are taught basic trouble shooting procedures. The technology coordinator provides on-going basic maintenance and hardware/software support. If unable to repair the equipment, the technology coordinator issues a work order through E-mail to the staff at the district office.

A district-level computer technician and telecommunications specialist provide diagnosis, maintenance, and repair of equipment district wide. All computers and servers are purchased with a three year on-site maintenance contract. For certain equipment, such as laser printers and projectors, the district encourages vender/maintenance contracts. Maintenance programs are also purchased for networked programs.

8.0 PROFESSIONAL DEVELOPMENT PLAN

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

a) Development and acquisition of new programs and software that promote the integration of technology into everyday curricular needs.

Technological integration is paramount in preparing students to meet the challenges of an increasingly more technologically-advanced society. Technical equipment will help integrate curricula to produce a student with a greater appreciation of the interconnectedness of the various disciplines. Instructional software and technology will be integrated with district curriculum planning, instruction, and staff development. Functional compatibility of software types is a high priority for this plan to ensure effective communication/articulation into the future.

Technology coordinators assigned to schools will provide information on the appropriate use of technology for all curriculum areas and adaptive, assistive, and instructional technology in programs designed for students with special needs.

b) The integration of technology as a meaningful component within all curriculum training.

Training teachers in the use of technology is fundamental if we are to use it to improve student performance. Teachers must be able to integrate into their classrooms current technology including CD-ROM's, scanners, digital cameras, presentation systems, toolware such as desktop publishing and graphics packages, and telecommunications including the World Wide Web and distance learning. They must be proficient in the use of technologically-rich instructional materials in their specific subject area. Teachers and administrators will be trained in the use of technology as a tool for instruction, research, communication, test-authoring, record-keeping, and administration. This training will be provided in a variety of ways:

- District-wide training opportunities will be provided during the summer and during district-wide inservice training.
- Training sessions for small groups will be conducted by the school-based technology coordinator after school, or at other mutually-convenient times.
- One-on-one training will be provided for individual teachers during their planning periods.
- School-based technology coordinators will be available to aid teachers in their classrooms with integrating technology into their curriculum.
- Teachers and technology coordinators will be encouraged to attend outside training opportunities.
- Decisions about the content of technology-based inservices will be planned around the specific needs of the schools and teachers participating in the sessions. Consideration will be given to matching the participants' level of technology expertise, subject areas, and grade.

c) District-level coordination of training and support.

District-wide in-depth inservice training, in which teachers and administrators are trained in the use of technology, will continue to be held each summer. Teachers receive a daily stipend as a motivation to attend. Technology training sessions will also be available during district-wide inservice. These sessions will address uses of technology for both teachers and administrators.

District-level software support is provided by the district network manager and the school-based technology coordinators. Hardware maintenance on the district level is provided by one full-time computer technician and one full-time telecommunications specialist.

d) Ensuring adequate facilities, instructors, materials, equipment, and funding for staff development.

Computer labs throughout the county will be used as needed for on-going training sessions conducted by school-based technology coordinators. These labs will also be utilized for district-wide summer training.

e) Identification and acquisition of technology-based staff training delivery systems that minimize teacher time away from the classroom and delivery of training in the most cost effective manner.

The “Train the Trainer” model of training will be used for technology-based staff development. The school-based technology coordinators will be the initial contact to receive training and will, in turn, train key personnel at their respective schools. This will create a cadre of on-site teacher experts who can train the members of their departments or buildings and act as mentors providing follow-up assistance.

School technology coordinators will work with teachers in the classrooms during class sessions to help teachers use technology tools to implement project base learning.

8.2 A list of sources of ongoing training and technical assistance available to schools, teachers, and administrators served by the district, such as State technology offices, intermediate educational support units, regional education training facilities or institutions of higher learning.

Sources for Training and Technical Assistance

- Panhandle Area Education Cooperative Training Facility, Washington County
- Distance Learning inservice opportunities
- Continuing Education through Chipola Jr. College, Jackson County
- School-based Technology Coordinators
- District-based Network Manager
- Washington/Holmes Vocational Technical Center
- Florida Department of Education’s Digital Educator Program

9.0 PROGRAM EVALUATION

9.1 A description of the process for the ongoing evaluation of how the technologies acquired are:

a) Being integrated into the school Curriculum:

A variety of programs have been implemented to help teachers develop units which integrate technology into the curriculum. Previously, the main goal of the technology plan was to provide computers and networking for each teacher and to train them in the basic skills necessary for a comfort level with the computers. The challenge now is to learn to integrate technology into the curriculum.

The TLCF and EETT grants have specifically targeted this goal by training teachers and creating model classrooms in each school. The evaluation components from these grants have helped assess the effectiveness of this approach. Teachers in these grants created lesson plans which integrate technology into the curriculum. Once they teach these lessons in the classroom, they do an evaluation of the lesson plan. These lesson plans and evaluations are saved on a CD-ROM or on the district web site have been made available to other teachers in the district.

Success in the “Accelerated Reader” program from Renaissance Learning, will be assessed by scores on the standardized FCAT tests and the number of books read. Many schools are using the STAR Reading program also from Renaissance Learning in conjunction with Accelerated Reader to test student reading levels at the beginning and end of each year to look for improvement in reading levels.

The ClassWorks Web Florida Edition Program, which has been implemented to some degree in all district schools K-12, offers teachers an objective way to measure the system’s effectiveness through an independent, Grade Level Evaluation testing tool by Tudor Publishing Company. The tool enables teachers to test their students on subject material specific to Sunshine State Standards to gain an initial benchmark as they progress through the ClassWorks Web curriculum. The testing can be broken down to individual standards or tailored to include an entire years worth of standards. The test can be used later in the year to evaluate student’s readiness for the standardized FCAT Tests and to evaluate the effectiveness of the program to prepare students for these tests.

The Plato integrated learning systems will best be evaluated through standardized tests. Students who use this program to prepare for the GED will be evaluated on their pass rate on the GED tests.

Effectiveness of individual software programs used throughout the district at the teachers discretion will be evaluated both through traditional standardized test and non-traditional means.

Several on-line resources in use in the district include testing components which help evaluate student’s progress toward meeting the Next Generation Sunshine State Standards. ThinkLink.Com uses online testing and remediation to assist students in meeting the standards. The Florida Virtual School is in use at several schools to provide an alternative learning style in addition to traditional courses.

b) Affecting student achievement and progress toward meeting the educational goals of the Sunshine State Standards.

The district’s goal is to restructure the curriculum to include the concept/process-based instruction and authentic uses of technology necessary to meet the Next Generation Sunshine State Standards. As a part of this goal, all students should master more in-depth content, learn to be responsible for their own learning, and learn to work in teams. Several methods will be used to evaluate how the acquired technologies are affecting student achievement.

Traditional assessment tools such as the FCAT and the Florida Writes tests will be studied in relation to the amount and kind of technologies in use in individual schools and classrooms. Student achievement will also be assessed by non-traditional means. Assessment will focus on “engaged learning”. This learning involves more student interaction, more connection with other schools, more collaboration among teachers and students, more involvement of teachers as facilitators, and more emphasis on work as a team.

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

Existing technologies are continually evaluated for effectiveness. In monthly meetings of the district technology committee, individual programs are carefully reviewed to determine the level of success and feasibility for continuance. The acquired technologies detailed in section 5.2 of this plan are continually assessed to aid in decisions regarding future use of resources and training.

Technology is being used in education as a tool for learning, collaboration, curriculum development, and staff development. Jackson County will strive to determine through evaluation and assessment, if we are making the best use of technology to meet our technology mission. Hardware or software which is evaluated as ineffective will be discontinued. New solutions will be evaluated continually to discover the best products to meet the goals of this technology plan.

10.1 E-Rate Technology Plan Addendum

Funding Year 2011-2012

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

<p style="text-align: center;"><u>Telecom Services, Internet Access & Internal Connections</u> <u>Jackson County School Board Communications & Tech Plan Supports E-Rate</u></p>	<p style="text-align: center;"><u>Goals & Strategies</u></p>	<p style="text-align: center;"><u>Professional Development</u></p>	<p style="text-align: center;"><u>Budget</u></p>	<p style="text-align: center;"><u>Monitoring & Evaluation</u></p>
<p>I. Telecommunications CenturyLink – DAN 1-200mbs Line at the Dist Ofc 14 - 10mbs Lines at Schools 3 - T-1 Line at Maint, BG, AE 1- DSL Line for Psychologist CenturyLink Local Phone (DMS) Local Phone Svc 225 lines , Tie Trunk, Fax AT&T – DAN 2 – 10mb Lines GES/GHS 1 – 20mb Line District Ofc AT&T Local Phone Local phone Svc 20 lines Tie Trunk Quest Long Distance 225 Lines</p>	<p>Goal 3, page 6 Provide Network and Internet access to all students and staff - T-1 – 200mb lines for each school and administrative building - 100 mb minimum internal school LANs</p>	<p>Goal 5, page 7 Technology training is provided by each school technology coordinator during summer training, after school and during planning periods. - Training is ongoing, sustained, intensive, high quality, based on relevant research and targets the integration of emerging technologies into curricula and instruction.</p>	<p>See: E-Rate Technology Budget Below</p>	<p>Page 19 - Florida Innovates surveys - District Technology Committee - PAEC Professional Dev. System - Local Teacher Student and Parent Climate Surveys</p>
<p>II. Internet CenturyLink – 50 mb Internet 20 - sites Gaggle - Student E-mail</p>	<p>Goal 3, page 6 Provide Network and Internet access to all students and staff – T-1 – 200mb lines for each school and administrative building Goal 2 Page 6 Provide Updated technologies for Students and Staff</p>	<p>Goal 5, page 7 Technology training is provided by each school technology coordinator during summer training, after school during planning periods. - - Training is ongoing, sustained, intensive, high quality, based on relevant research and targets the integration of emerging technologies into curricula and instruction.</p>	<p>See E-Rate Technology Budget Below</p>	<p>Page 19 - Florida Innovates surveys - District Technology Committee - PAEC Professional Dev. System - Local Teacher Climate Surveys</p>

<p>Telecom Services, Internet Access & Internal Connections Jackson County School Board Communications & Tech Plan Supports E-Rate</p>	<p><u>Goals & Strategies</u></p>	<p><u>Professional Development</u></p>	<p><u>Budget</u></p>	<p><u>Monitoring & Evaluation</u></p>
<p>III. Internal Connections Servers - E-mail Servers and Web Servers Software - Schools License Agreement to web/e-mail server software Switches - Replace outdated switch equipment with 10/100 switches Wireless - School wide wireless infrastructure upgrade Basic Maintenance – Basic maintenance of eligible internal connections and wiring.</p>	<p>Goal 3, page 6 -Upgrade outdated E-mail and Web Servers. - File servers include Groupwise e-mail, Novell Web Servers, DHCP and DNS Servers -Continue to upgrade the internal network infrastructure in each school to keep up with current standards. (min 100mb Backbone)</p>	<p>Goal 5 page 7 -The district network manager attends training and workshops on a routine basis to continually upgrade skills to maintain the network - The district network manager holds monthly training sessions with school technology coordinators on procedures necessary for basic network maintenance and support</p>	<p>See E-Rate Technology Budget Below</p>	<p>Page 19 - Florida Innovates surveys - District Technology Committee - PAEC Professional Dev. System - Local Teacher Climate Surveys</p>

E-RATE TECHNOLOGY BUDGET

E-Rate Year	2011-2012
Name of Entity	Jackson County School Board

Service or Function	Category	Quantity/or Capacity	Total Pre-discount amount	Expected Discount Rate (%)	System or School Funding Source(s) for Amount Responsible	Total Funding Commitment Requested	Total Amount for System or School Responsibility
Internal Connections	Servers	4 Servers	\$23,453.50	80%	½ Cent Sales Tax	\$18,762.80	\$4,690.70
	Server OS/ e-mail	4 Servers Software	\$2,043.56	80%	½ Cent Sales Tax	\$1,634.85	\$408.71
Total	Switches	Switches for 2 schools	<u>\$78,559.00</u>	80%	½ Cent Sales Tax	<u>\$62,847.20</u>	<u>15,711.80</u>
			\$104,056.06			\$83,244.85	\$20,811.21
Telecommunications	Long Dist-Qwest	225 Lines	\$ 3,001.92	79%	District General Funds	\$2,371.52	\$630.40
	Local – CenturyLink (DMS)	225 Lines Tie Trunk 1 Fax	\$ 71,802.00 \$1,943.16 \$469.32	79% 85% 80%	District General Funds District General Funds District General Funds	\$56,723.58 \$1,651.69 \$375.46	\$15,078.42 \$291.47 \$93.86
	Local AT&T	20 Lines Tie Trunk	\$ 11,389.44 6,324.00	85% 85%	District General Funds District General Funds	\$9,681.02 \$5,375.40	\$1,708.42 \$948.60
	DTS AE	1 T-1 Line	\$3,996.00	70%	District General Funds	\$2,797.20	\$1,198.80
	DTS-CenturyLink	2 T-1 Lines 14 10mb Line 1 200mb Line 1 DSL Lines	\$128,520.00 \$770.40	79% 79%	District General Funds District General Funds	\$101,530.80 \$608.62	\$26,989.20 \$161.78
	DTS – AT&T	2 10mb Lines 1 20mb Line	<u>\$96,081.00</u>	85%	District General Funds	<u>\$94,457.44</u>	<u>\$14,412.15</u>
			\$324,297.24			\$275,572.73	\$61,513.10

Service or Function	Category	Quantity/or Capacity	Total Pre-discount amount	Expected Discount Rate (%)	System or School Funding Source(s) for Amount Responsible	Total Funding Commitment Requested	Total Amount for System or School Responsibility
Basic Maintenance on Internal Connections	Progressive Contract	800 Hours	\$56,004.00	81%	Microsoft Lawsuit fund	\$45,363.24	\$10,640.76
Internet Access	Century Link Contract	50 mb	\$27,864.00	79%	District General Funds	\$22,012.56	\$5,851.44
Resources to Make Effective Use of Services					System or School Funding Source(s)		
Staff Development (Not E-Rate Eligible)	Summer Technology Training	2,208 hours	n/a	n/a	Title II Part A Federal District Professional Development Funds	n/a	\$55,000.00
Hardware/Software (Not E-Rate Eligible)	Hardware Computers Peripherals Software Productivity Educational License Renewals & Maintenance	2500 systems	n/a	n/a	½ Cent Sales Tax EETT Part II Title 1 Tech Prep/Carl Perkins Instructional Materials	n/a	\$500,000.00 \$300,000.00 \$18,245.00 \$4,876.00 \$24,000.00
Tech Support (Not E-Rate Eligible)	School Technology Coordinator District Network Manager Computer Technician Telecom Specialist	16 1 1 1	n/a	n/a	District General Funds	n/a	\$950,000.00

Addendum 11: Accountability and Teacher Training

The EETT Part I entitlement Application was submitted but no funds were distributed during the 2010-2011 school year.

APPENDIX A

Jackson County School Board Acceptable Use Policy

The Jackson County School Board's telecommunications network provides an exciting opportunity to expand learning for students, parents, and educators. The fundamental goal of the network is to provide Jackson County students and educators with equal access to the computing resources which serve public education. Schools in the district will have the capacity to connect to the Internet. However, with this opportunity comes the responsibility for appropriate use.

Network Resources

The Internet serves as an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students, teachers and administrators will have access to the following:

- Worldwide electronic mail services;
- Global information and news, as well as the opportunity to correspond with other institutions;
- Public domain and shareware computers software of all types
- Discussion groups on a plethora of topics ranging from Chinese cultures, to the environment; to music, to politics;
- Access to many universities, community colleges, library catalogs;
- Sites all over the world

Classroom resources will be expanded enormously by making information and people from all over the world available to students, teachers, and media specialists. It brings instant access to original source material, general information, data, images, and computer software. It makes contact with people possible, bringing into the classroom experts from all over the world, new and old friends, and colleagues. Such access spawns individual and group projects, collaboration, curriculum materials, and idea sharing. As a hand-on classroom tool, networks can motivate students. Because class, race, ability and disability are removed as communication factors or barriers, the Internet is a natural tool for addressing the needs of all students.

Network Warning

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material, individual contacts or communications which are not suitable for school-aged children. The Jackson County School Board views information retrieval from the Network in the same capacity as information retrieval from reference materials identified by schools. Specifically, the Jackson County School Board supports those materials which will enhance the research and inquiry of the learner with directed guidance from faculty and staff.

However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. At school, each student's access to and use of the Network will be under the teacher's direction and monitored as a regular instructional activity. The Jackson County School Board, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the Jackson County School Board since access to the Network may be obtained at sites other than a school.

Jackson County School Board's Employee Use of Network and Systems

The Jackson County School Board reserves the right to audit its networks and systems on a periodic basis to ensure compliance with this policy. For security and network maintenance purposes, authorized individuals within Jackson County School Board may monitor equipment, systems and network traffic at any time.

The following activities are, in general, prohibited. Under no circumstances is an employee of the Jackson County School Board authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing the Jackson County School Board's owned resources.

The following activities are strictly prohibited, with no exceptions:

System and Network Activities

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Jackson County School Board.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the Jackson County School Board or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Posting, accessing, downloading, storing or printing materials that are considered pornographic, obscene, or inappropriate for educational purposes or which may be offensive to another user;
6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
7. Using a Jackson County School Board computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
8. Making fraudulent offers of products, items, or services originating from any Jackson County School Board account.
9. Use of Jackson County School Board's network and systems for personal, non-school related activities.
10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

11. Port scanning or security scanning is expressly prohibited unless prior notification to the Jackson County School Board MIS Department is made and granted.
12. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
13. Circumventing user authentication or security of any host, network or account.
14. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
15. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
16. Providing information about, or lists of, Jackson County School Board's employees to parties outside the Jackson County School Board.

Email and Communications Activities

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within the Jackson County School Board's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the Jackson County School Board or connected via Jackson County School Board's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

Blogging

1. Blogging by employees, whether using Jackson County School Board's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Jackson County School Board's systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Jackson County School Board's policy, is not detrimental to Jackson County School Board's best interests, and does not interfere with an employee's regular work duties. Blogging from Jackson County School Board's systems is also subject to monitoring.

2. Jackson County School Board's Confidential Information policy also applies to blogging. As such, employees are prohibited from revealing any Jackson County School Board confidential or proprietary information, trade secrets or any other material covered by Jackson County School Board's Confidential Information policy when engaged in blogging.
3. Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of the Jackson County School Board and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by Jackson County School Board's Non-Discrimination and Anti-Harassment policy.
4. Employees may also not attribute personal statements, opinions or beliefs to the Jackson County School Board when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of the Jackson County School Board. Employees assume any and all risk associated with blogging.
5. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Jackson County School Board's trademarks, logos and any other Jackson County School Board intellectual property may also not be used in connection with any blogging activity.

Employee Responsibility with Respect to Students

School employees are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the network, and for assuring that students understand that if they misuse the network they will lose their privilege to use the network.

Enforcement

Any employee of the Jackson County School Board found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Jackson County School Board Employee Contract
Acceptable Use Policy

I have read the Acceptable Use Policy, and I accept full responsibility for following the guidelines as listed in this Plan. It is understood that in my role as an employee of the Jackson County School Board, if I misuse the terms of the Acceptable Use Policy then I may be subject to disciplinary action, up to and including termination of employment.

I accept full responsibility for materials acquired by students while under my direct supervision. If I am the supervising teacher, I do agree to instruct my students on the acceptable of the network and systems along with proper network etiquette.

Employee Name (please print) _____

Signature _____

Date _____

Administrator's Signature _____

Date _____

Jackson County School Board's Student Use of Network and Systems

Acceptable Use:

The Acceptable Use Policy is a general policy that the district network as well as networks accessed through personal devices while on school property will be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Jackson County School Board. Users must acknowledge their understanding of the general policy and guidelines as a condition of receiving access. Any user violating the rules and guidelines in this Acceptable Use Policy, applicable state and federal laws or posted classroom and district rules are subject to loss of network privileges and any other District Disciplinary options.

Acceptable uses of the network are activities which support learning and teaching in Florida. Users are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions: electronic mail, conferences (video or audio), bulletin boards, data bases, and access to the Internet. The following will be conditions of internet use:

Safety and Security:

1. Students are required to sign a contract indicating their understanding and acceptance of the district's guidelines. They may then use the Internet in a supervised classroom environment
2. Parents must give their permission for their child to use the Internet for educational purposes by signing the parent or guardian contract.
3. School employees are required to sign a contract indicating their understanding and acceptance of their responsibility to monitor student network use for students under their supervision
4. Students are to receive instruction in the proper use of the Internet
5. Students will demonstrate personal responsibility by agreeing never to get together with someone they meet online without first checking with parents and teachers
6. Students will tell their teachers right away if they come across any information that makes them feel uncomfortable
7. Students will not respond to any messages that are mean or in any way make them feel uncomfortable
8. Users, who identify a security problem on the Internet or the Jackson County network, are responsible to notify a system administrator. Users should not demonstrate the problem to other users
9. Users should not use another individual's account without written permission from that individual
10. Security on any computer system is a high priority, especially when the system involves many users.

Unacceptable Uses: (Non-Exhaustive Listing)

1. Violating the conditions of the Education Code dealing with student's rights to privacy
2. Posting, accessing, downloading, storing or printing materials that are considered pornographic, obscene, or inappropriate for educational purposes or which may be offensive to another user
3. Using someone else's account or password at any time
4. Downloading or installation of any commercial software, shareware, or freeware onto hard drives, network drives or disks, without written permission from the Network Administrator
5. Copying other people's work or intruding into other people's files
6. Threatening to or trying in any way to interfere with or hack into the computer systems at Jackson County Schools, or anywhere, in an effort to obtain private information, have the computer malfunction, or destroy data
7. Using the network for advertising, soliciting, or harassment of any kind
8. Using the network for personal financial gain or for any commercial or illegal activity
9. Copying commercial software in violation of copyright law
10. Plagiarism or reposting personal communications without the author's prior consent
11. Violating any federal or state law regarding network access or downloading of files

Network Etiquette

1. Be polite. Do not get abusive in your messages to others
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language
3. Do not engage in activities which are prohibited under state or federal law
4. Always try to do your best writing, and proofread and edit your messages
5. Choose words carefully to avoid misunderstanding; electronic text is devoid of context clues which convey shades of irony, sarcasm, or harmless humor
6. Do not use the network in such a way that you would disrupt the use of the network by other users
7. All communications and information accessible via the network should be assumed to be private property
8. Users are expected to remain within allocated disk space and delete e-mail or other material which take up excessive storage space

Student Privacy

It is clear that there are significant risks, as well as significant advantages, involved with allowing students to be identified on the Internet. Therefore students should not be easily identifiable from materials they might publish on the Internet. No directory information should be posted on the web for students whose parents have returned the form asking that such information not be released.

1. Only first names be used in published student work
2. Pictures that are a part of student publishing should not include identifying information
3. Under no circumstances should a student's home address or phone number be included
4. If replies to published student work are appropriate, the sponsoring teacher's address should be the e-mail address displayed, not the student's
5. In special circumstances with parent-signed release, identifying information can be added.

Jackson County School Board's Network Management Guidelines:

The network management accepts no responsibility for harm caused directly or indirectly by use of the district network or internet. Use of any information obtained via the Internet is at the user's own risk. The Jackson County School Board specifically denies any responsibility for the accuracy or quality of information obtained through its network services. All users need to consider the source of any information they obtain, and consider how valid that information may be.

Never consider electronic communications to be completely private. The network operators take every possible precaution to safeguard the privacy of e-mail; but, instances of misdirected mail, mail inadvertently forwarded to others, and public posting of private correspondence by users may occur from time to time.

The Jackson County School Board reserves the right to review or delete any material on user or e-mail accounts and to monitor filespace in order for the school board to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user-accounts and filespace, the Jackson County School Board shall respect the privacy of user-accounts.

**The School District of Jackson
County
Marianna, FL 32447**

**Parent Or Guardian Contract
Acceptable Use Policy**

As the parent or guardian of _____,
I have read the Terms and Conditions of the Jackson County School Board's Acceptable Use Policy. I understand that this access is designed for educational purposes including online testing. However, I also recognize it is impossible for the Jackson County School Board to restrict access to all controversial material or sites and I will not hold them responsible for materials acquired by my child or guardian from the network. <http://do3.jcsb.org/DistrictResources/Tech-Plan/AUP.pdf>

I certify that the information contained on this form is correct

Parent or Guardian Name (print) _____

Parent Signature: _____

Date: _____

This form must be signed by a Notary Public and returned to the school before your child will have access to the school network and the internet.

Signature of Notary Public

Typed, printed or stamped name of Notary

My Commission Expires

Notary Public Commission Number

**Student Network Contract
Acceptable Use Policy**

The Jackson County School Board's Network is an electronic network serving public education which accesses the Internet. The Internet is an information highway connecting thousands of computers all over the world and millions of individual people. I understand that I will have access to the Internet and with this access comes the availability of some materials that may not be considered to be of educational values within the context of the school setting.

Efforts will be made to direct students to educationally related material. However, on a global network it is impossible to control all materials and sites. I believe that the valuable information and interaction available on the world wide network far outweigh the possibility of users gaining access to sites that are not acceptable.

I understand that if I violate the attached Acceptable Use Policy and guidelines established by the Jackson County School Board, I will have my access to the network denied and terminated. My signature indicates that I have read the Acceptable Use Policy of the Jackson County School Board and that I understand the significance of the terms and conditions of the Policy.

Student Name (Please (Print)) _____

Student Signature: _____

Date: _____

Student ID Number _____ **Grade** _____

Initials (First, Middle, Last) _____ **DOB** _____