Technology Plan
For
07/01/2013 through 06/30/2016

Florence School District One
Florence, SC

http://www.fsd1.org

Prepared by: Jayne H. Boswell
Director of Instructional Technology

This Technology Plan has been reviewed and submitted on behalf of Florence School District One.

Signatures:

Allen C. Brooks, Jr. _____ **Date:** October 7, 2013
School District Superintendent

Jayne H. Boswell _____ **Date:** _____
Director of Instructional Technology

Florence Public School District One

The mission of Florence District One is to Educate! Prepare! Inspire!

TECHNOLOGY PLAN

2013 – 2016

Dr. Allie E. Brooks, Jr, Superintendent

Mr. Randy Koon, Assistant Superintendent for Instruction

Mr. Lionel Brown, Assistant Superintendent for Administrative Services

Mrs. Jayne H. Boswell, Director of Instructional Technology

Number of dropouts	**2.0%**
Graduation rate	**80.2%**
District E-rate discount	**77%**

Florence School District One is a 284 square mile area located in Florence County, South Carolina. It encompasses all or part of several communities, including Claussen, Effingham, Evergreen, Oakdale, Quinby, and Mars Bluff, as well as the city of Florence, serving well over 75,000 people. Florence School District One is the 11th largest school district in South Carolina and the second largest employer in Florence County.

There are 14 elementary schools, 3 middle schools, 3 high schools, 1 career center, 2 early childhood centers, and 1 alternative school. There is also an Adult and Community Education Center, PeeDee Education Center, and a Parent Center located in the district. Concern for monitoring academic achievement throughout the year and the need to focus on individual student instructional needs have prompted the district to adopt MAP (Measures of Academic Progress), a proven diagnostic tool. The district also approved the concept of developing small learning communities in the high school environment. The three high schools have implemented the Freshman Academy Program, designed to ensure success in the transition from middle to high school.

Florence One continues its commitment to providing administrators, students and teachers with the latest technology tools to enhance teaching and learning and to improve administrative services. Our Technology Plan 2013-2016 follows. This plan is in response to the new state technology plan and is aligned to the structure of that plan. All action steps are designed to increase student achievement through the effective integration of technology into the core curriculum.

District Vision and Mission Statements

Florence One seeks to create a vision for our schools through the infusion of technology into all our classrooms.

We must recognize technology's potential for advancing learning and develop schools "as they can be" not as they are.

Technology has had a tremendous impact on society during the past decade. The explosive growth of the Internet has drastically changed the way we live and work. However, our schools have yet to harness the power of technology to better prepare students for today's high-speed, high-tech world.

Our schools must provide technology –enriched learning environments where students are engaged in collaborative projects to solve real-world problems.

The mission of Florence District One is to Educate! Prepare! Inspire!.

Our district believes that the integration of technology into the curriculum is a vital element of future success for all students. It is our vision that all students and staff be provided with the latest technology tools and training to improve student learning and achievement, restructure the academic environment, and prepare our children for their future.

We envision that our students will develop the necessary information, communication, and critical thinking skills to be productive members of our society and our world.

In support of this vision, Florence School District One believes:

- All students and staff must have equitable and regular access to appropriate information resources and technologies as a basis for life-long learning.
- Technology creates interactive learning environments where students have opportunities to develop critical thinking skills, effectively communicate with others, and build creativity.
- Technology provides unique opportunities for active learning where the teacher becomes the facilitator of knowledge and the student becomes a self-directed and engaged learner.
- Professional development in the use and integration of instructional technologies is an ongoing process that is essential for student achievement.
- Technology enables teachers, administrators, and support staff to efficiently manage the learning environment, to access, transmit, and store data, and to communicate with peers, students, parents and the community.
- Truly collaborative partnerships with parents, businesses, and the community are essential for the use of instructional technology to have an effective impact on student learning.

Technology Plan Committee

Jayne H. Boswell, Director of Instructional Technology
William Freeman, Coordinator of Instructional Technology
Kyle Jones, Information Technology Manager
Elaine Gambrell, District Webmaster/Technology Coach
Julia Saverance, District Technology Curriculum Specialist

Neal Vincent, Director of Secondary Education
Amy Knight, Technology Coach – Moore Intermediate School
Faith Hardison, REACH teacher – Lucy T. Davis Elementary School
Genevieve Boston, Computer Lab Teacher – Delmae Elementary School
Miriam Smith, Computer Lab Teacher – Sneed Middle School
Rick Reames – Director, Pee Dee Education Center

Technology Plan Narrative 2013-2016

With the advent of post PC devices Florence realizes the need to redesign the building wireless infrastructures to accommodate growing wireless densities. We are in the process of surveying Florence One sites in order to dramatically increase our wireless capabilities. We are in the midst of "bring your own device "to school and realize the need to improve the wireless infrastructures to accommodate future mobile instructional needs of students.

Our district has completed numerous multimedia classroom renovations. Providing mounted integrative whiteboard displays with projection and sound overlays has given classrooms a more powerful video tool. Student learning is being transformed with the increase of digital "real-estate "at their fingertips. We are excited about incorporating multi-touch technologies and interactive displays which will allow students to interact and collaborate with each other in the classroom on a daily basis.

Florence is committed with an ongoing replacement plan to update student and teacher workstations. As we roll out the new equipment, we plan to utilize virtual technologies, and enhance the mobility of our teacher's instructional tools. With Windows 8 now a reality we plan to incorporate more touch and tablet feels with the end user experience. We are integrating solid state hard drives to improve efficiency, startup time, and mean time between failure for all student, teacher, and administrative workstations. Teacher workstations are being transitioned to laptops and docking stations so teachers can be more mobile both in the classroom and in the outside world.

Our plans are to create a robust network infrastructure not only with our wireless but with our wired infrastructure as well. We have gig ports to each device, and are expanding and upgrading with POE+ technologies. We hope to utilize 10 gig backbone in the future to connect our internal networks at fast speeds. We are in the process of installing these technologies in our data center.

Florence One realizes the crucial role of technology in preparing our students to be competitive in the global economy of our world. Today's students, referred to as "The Millennials" are very different from students of previous generations. They are masters of text messaging, can multi-task, have social networking sites, spend more time online than watching television, and are very comfortable with the world of digital and information technologies. Florence One seeks to "break the mold" of traditional classroom learning by immersing students in technology rich environments. The concept is to integrate technology into the academic

curriculum, providing students with opportunities to collaborate, problem solve, and engage in real world situations through the use of technology tools.

In 2006, Florence One began an instructional roll-out to place interactive white boards in classrooms and laptop carts in all schools. Schools received SMART Boards, laptops and projectors based on student enrollment. Elementary schools received one laptop cart populated with 30 laptops; middle and high schools received two laptop carts. Staff development courses and training sessions were put in place to equip teachers with the skills and knowledge to use the interactive boards, laptops and projectors in daily classroom activities. The enthusiastic use of the boards prompted to schools to purchase additional equipment. Almost every classroom throughout Florence One has SMART Boards mounted for ease in everyday use. As we move into 2014, new all-in-one SMART Boards are replacing the first models.

In the summer of 2013, Florence One kicked off a three-year instructional implementation of new desktop workstations and laptop carts to all schools. This will provide classrooms with up-to-date computers, and is one of the districts top priorities. Each site will be upgraded to Windows 8 and Microsoft Office 2013. Staff development courses and training sessions were expanded to cover the new Office software as well as SMART Boards, digital tools, and webpage creation. As Florence One moves to Windows 8, we are in the beginning process of a migration plan of all web applications and development to SharePoint 2013. Our belief is that this will enable teachers and administrators to concentrate on creating and maintaining good solid web content featuring the activities and initiatives taking place in each building. The district webmaster provides

updated SharePoint training for teachers and is being implemented at each school. To facilitate the increasing use of laptops, the district is enhancing the network infrastructure by deploying HP Networking 5400 power-over-ethernet switches and HP Networking MSM460 wireless access points in district. The goal is for all schools to become wireless in addition to being "hard wired. The district also envisions building 10 gig back planes to speed up data transmission as data, voice, and video converge over the network.

The Florence School District One Technology Department moved into a brand new data center for the 2009-2010 school year. With Board approval, the district renovated a portion of the administration building in the summer of 2009 to accommodate the rapidly growing technology needs. The data center includes a state of the art APC MGE solution, chiller to keep dense equipment cooled, and backup generator for disaster recovery. The district envisions this area to mature and house virtual servers to expand services and storage for all schools, students, teachers, and administrators.

Florence One continues its paperless initiative to decrease the transfer of paper within the district. The district recently migrated to a new financial and imaging solution to increase the ease purchasing and acquisition for district users. This system, along with scanning hardware, will enable the district to capture all aspects of the procurement process digitally. The district has also deployed digital senders to each school, in order to digitize daily processes. The district will continue to deploy scanning technologies and training to the schools in order to incorporate them into daily operations. Digitizing forms for employee self-service has been implemented as well as procedures for enhancing user credential security.

Florence One has user provisioning as one of its top priorities for 2014. The intention of Florence One is to create a system that when a new employee is hired, all credentials are entered once. The user information is shared among all relevant systems throughout the career of the employee and all credentials are terminated at when the employee leaves or retires. Florence One implemented Forefront Identity Manager for self-service user provisioning, and will use active directory federation services for single sign on. Personnel (staff/faculty) and PowerSchool (students) will be the authoritative sources. Employees will flow into Active Directory, then PowerSchool (SIS), then DocEFill (staff/faculty info viewing), and finally Kronos (Classified Employees).

Florence One plans to implement future voice over IP and video over IP solutions. SIP and MICROSOFT LYNC technologies are being considered. Our intent is to someday soon replace our current phone infrastructure and VoIP hardware throughout Florence One. As part of this initiative, the district is implementing sound overlays in conjunction with All-in-One SMART Board technologies in the classroom.

During the school years 2011 – 2012 and 2012 – 2013, mobile devices (including iPods and iPads) were purchased by schools for classroom instruction. BYOD has become a reality as well. Both initiatives have stretched the current wireless connections and pushed forward the need for a more robust wireless network. We are in the process of upgrading access points and placing additional access points throughout all school buildings.

A new elementary school opened in 2012 followed by a new middle school in 2013. There will be additional new schools over the next five years. Each new school will be equipped with emerging technologies, including iPad carts, all in one SMART Boards, document cameras, apple tvs, laptops with docking stations for teachers, and sound overlays for classrooms. There are ongoing training workshops and courses for teachers to enable them to integrate technology into daily lessons and activities.

In fall 2013, Board members were issued iPads with access to intranet site so that Board documents could be accessed both at meetings and from home. This has not only extended the paperless initiative but also put tools being used in the classroom into the hands of Board members.

TECHNOLOGY DIMENSION 1

LEARNERS AND THEIR ENVIRONMENT

Goal

Florence School District One will use research-proven strategies to provide home, school, and community environments conducive to our students achieving technological literacy by the end of the eighth grade and to raise the overall level of academic achievement.

Objectives:

1. Provide students with technology-infused learning environments that are designed to promote academic achievement.
2. Provide students with access to current and emerging technology tools.
3. Promote use of authentic real world learning activities that are aligned to state standards and integrate technology.

4. Provide students with safe, secure learning environments.
5. Provide students with access to assistive technologies to support inclusion of students with disabilities in the core content courses at all grade levels.

ACTION STEPS	TIMELINE	ESTIMATED RESOURCES	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
1.a. Identify and provide access to online course offerings, such as Moodle, South Carolina Virtual School to allow students at all schools equitable access to courses	Ongoing	State funds Local funds	District Tech coach; Dir of Instruct Tech; Asst Super for Instruction	Classes setup in Moodle; Virtual School enabled; Enrollment numbers
1.b. Provide access to technology course offerings that engage students in authentic real world learning activities	Ongoing	State funds Local funds	Asst Super for Instruction	Instructional offerings at each high school & career center
1.c. Provide online databases & learning resources for students, such as DISCUS, Streamline, Apex, Virtual School	Ongoing	N/A	District Tech coach; Dir of Instruct Tech; District Tech Committee	Databases available online
1.d. Provide opportunities for students to create multimedia projects, podcasts, portfolios that yield engaged learning and collaboration in all disciplines	Ongoing	N/A	Asst Super for Instruction; Dir of Instruct Tech; District Tech Coach	Student projects and portfolios in place
1.e.Provide opportunities for students to create, share, and collaborate through tools such as Google Docs	Ongoing	N/A	Dir of Instruct Tech, Dir of Instruct Tech; District Tech coach	Classes using Google Doc
2.a. Provide all schools with technology tools, including digital cameras, digital projectors, digital presenters, iPods, iPads, SMART Boards, SMART	Ongoing	State funds Local funds	Dir of Instruct Tech; Asst Super for Instruction	Technology inventories at each school

response systems				
2.b. Establish instructional technology team to evaluate emerging technology for classroom use	Ongoing	N/A	Asst. Super for Instruction; Dir of Instruct Tech	Instructional technology team in place
2.c. Establish committee to investigate implementation of a 1:1 plan that provides students with daily access to mobile devices	November 2013 – July 2014	N/A	Asst. Super for Instruction; Dir of Instruct Tech	Proposal submitted to District Admin & School Board
3.a. Promote best practices that successfully integrate technology into the curriculum	Ongoing	N/A	District Tech coach; Dir of Instruct Tech; District Tech Committee	Teacher lesson plans & portfolios
3.b.Create and use lesson activities that incorporate real world learning and problem solving	Ongoing	N/A	District Tech coach; Dir of Instruct Tech; District Tech Committee	Teacher lesson plans & portfolios
3.c. Integrate streaming video (including Streamline, Youtube, etc.) to enhance course content and deepen student understanding	Ongoing	State funds Local funds	District Tech coach; Dir of Instruct Tech	V-bricks in place
4.a. Provide internet filtering and management capabilities consistent with latest industry standards	Ongoing	State funds Local funds	Dept. of Instruct Tech	Filtering in place
4.b. Provide instruction on using the Internet safely and effectively in accordance with the S.C. Internet Safety Standards	Ongoing	N/A	District Tech coach; Dir of Instruct Tech; Principals	Schedule of workshops, training sessions
4.c. Provide IP based surveillance systems for all new schools and develop a plan for retrofitting existing schools. Implement code blue systems.	Ongoing	N/A	Dept. of Instruct Tech; Asst Super for Admin Services	Surveillance & code blue systems in place
5. a. Assess assistive technology needs	Ongoing	N/A	Program for	Survey staff at

			Exceptional Children	schools; gather equipment inventories
5. b. Develop plan to provide assistive technology, including equipment, software	October 2013 – June 2014	Fed funds State funds Local funds	Dir of Instructional Tech; Program for Exceptional Children	Inventory of equipment & software

TECHNOLOGY DIMENSION 2

PROFESSIONAL CAPACITY

GOAL

Florence School District One will provide curriculum development and professional development to increase the competency of all district teachers and the leadership skills of administrators. Use of research-proven strategies, rigorous instruction, and the effective integration of instructional technology systems will be used to improve teaching and learning increase student achievement, and promote productivity.

Objectives:

1. Continue the effective schools plan that emphasizes rigor and higher order thinking skills in classroom instruction.
2. Provide technology workshops, courses, and training sessions that promote acquisition of technology skills and integration of technology activities into daily instruction.
3. Provide training and opportunities for teachers to use emerging technologies, including Web. 2.0 tools.
4. Provide training for teachers that demonstrate strategies for safe and effective use of Internet resources.
5. Provide training for administrators that promote leadership strategies and integrate technology into the school environment.
6. Continue use of Teacher Technology Proficiency Proviso to assess teacher use of technology and promote acquisition of technology skills and integration

7. Promote use of school and teacher web pages to involve learners and parents in classroom lessons, homework assignments, and school activities.
8. Promote use of district intranet for collaboration and sharing of instructional strategies, lesson plans, training manuals.
9. Develop a network of teacher technology leaders who have the skills and experience necessary to prepare teachers for effective technology use.

ACTION STEPS	TIMELINE	ESTIMATED RESOURCES	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
1.a. Continue teacher/administrator committees at each organization level (elementary, middle, high) to review best practices research and develop strategies for integrating rigor and higher order thinking skills	Ongoing	N/A	Asst Super for Instruction; Principals; Curriculum Coordinators	Lesson plans indicate rigor
1.b. Develop a data plan to collect/study data for instructional decisions at every school; conduct training sessions for administrators for data collection and analysis	Ongoing	N/A	Asst Super for Instruction; Principals	Data plan in place; record of training sessions
1.c. Develop individualized plans/interventions for every student performing below expectations at every school	Ongoing	N/A	Asst Super for Instruction; Principals	Intervention plans in place
2.a. Develop an intranet survey to determine technology staff development needs	Ongoing	N/A	Dir of Instruct Tech; Dist Tech Coach	Results used to improve/revise staff development program
2.b. Offer professional development activities and training in multiple approaches (i.e., on-site, on-line, one-on-one, mentoring) to address the technology needs of staff	Ongoing	Local funds State funds	Dir of Instruct Tech; Tech Coaches; Tech instructors	Training Schedule in place
2.c. Offer a variety of professional development	Ongoing	Local funds	Dir of Instruct	Training Schedule

opportunities, including digital tools, iPods, iPads, SMART Boards, project-based learning, web page design		State funds	Tech; Tech Coaches; Tech instructors	in place
2.d. Provide training for district supported software, including email, Power School, PowerTeacher, Compass, MAP, SMART technologies, Microsoft SharePoint	Ongoing	Local funds State funds	Dir of Instruct Tech; Tech instructors; Dept of School Improvement	Rosters indicate participation
2.e. Provide access to technology training manuals and software/hardware "how-tos," via the district intranet and website	Ongoing	Local funds State funds	Dir of Instruct Tech; Tech Instructors; Dist webmaster	Manuals & how tos available on the district intranet & website
3.Provide training opportunities for teachers to learn and use emerging technologies, including Web 2.0 (blogs, podcasts)	Ongoing	Local funds State funds	Dir of Instruct Tech; Tech Instructors; Dist webmaster	Training Schedule in place
3.a. Develop list of approved software and apps for teachers and students that meet COPPA and CIPA requirements	Ongoing	N/A	Dir of Instruct Tech; Instructional Tech Committee; Tech Instructors	List of apps and software in place
3.b. Use technology to improve management and administration of school activities and curriculum (iPods, iPads, iPhones, etc.)	Ongoing	Local funds State funds	Instructional Tech Dept.	Devices in use
4. a. Provide training opportunities for teachers to learn strategies for safe and effective use of the Internet with students	Ongoing	Local funds State funds	Dir of Instruct Tech; Tech instructors	Schedule of training sessions
4. b. Provide list of online resources for teachers to use for Internet safety instruction	Ongoing	N/A	District webmaster	Resources on website

5. Empower administrators with training and tools that enable them to assess and improve the classroom environment (iPads, apps including Classroom Mosaic	Ongoing	Local funds State funds	Asst Super for Instruction; Instructional Tech Dept.	Evaluations completed using tools
6. Assess teacher use of technology resources and integration of technology through the Teacher Technology Proficiency Proviso	Ongoing	N/A	Dir of Instruct Tech	Records of TTPProviso updated on SDE website
7. Expand school and classroom websites to include homework assignments, class notes, forms for parents	Ongoing	Local funds State funds	District webmaster	Expansion of websites
8.a.. Expand school intranet sites to promote collaboration between school staff and between schools	Ongoing	N/A	District webmaster	Expansion of intranet sites
8.b. Continue training sessions on use of intranet	Ongoing	Local funds State funds	District webmaster	Schedule of training sessions
9.a. Identify teachers who are proficient with technology skills and integration	Ongoing	N/A	Dir of Instruct Tech, Principals	
9.b. Establish a team of proficient teachers to serve as integration trainers and coaches.	Ongoing	Local funds State funds	Dir of Instruct Tech; Dist Tech Coach	Team of teachers in place; schedule of training/coaching sessions .

TECHNOLOGY DIMENSION 3

INSTRUCTIONAL CAPACITY

GOAL

Florence School District One will use current and emerging technology to create learner-centered instructional environments that enhance academic achievement.

Objectives:

1. Provide teachers with access to a variety of multimedia equipment, software, and online resources for teaching and learning.
2. Develop a bank of lesson plans that will be examples of technology infused technology.
3. Provide students with access to technology, online services, and media-based instructional materials, allowing them to select appropriate tools that will enrich and extend their learning experiences.

ACTION PLAN	TIMELINE	ESTIMATED RESOURCES	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
1.a. Continue to provide up to date computers, laptops and digital devices for classrooms. Incorporate mobile technology for teachers	Ongoing	State funds Local funds	Asst Super Instruction; Dir of Instruct Tech	School equipment inventories;
1.b. Increase access to SMART Boards & displays, SMART Response systems, laptop carts, digital projectors, digital cameras, iPods, iPads, mobile devices, Smart Tables	Ongoing	State funds Local funds	Asst Super Instruction; Dir of Instruct Tech; Principals	School equipment inventories;
1.c. Provide access and training for DISCUS, StreamlineSC, Study Island, Media Share, Google Apps, and other online resources	Ongoing	Local funds State funds	Asst Super Instruction; Dir of Instruct Tech; Office of School Improvement	Training schedule in place
1.d. Investigate, compile, and post a list of innovative instructional software, apps, and "how tos" on use of software	Ongoing	Local funds State funds	Dir of Instruct Tech; Tech instructors	Software list and how tos posted
2. Post technology-based lesson plans using SMART Board, SMART Response systems, digital tools on district intranet	Ongoing	Local funds State funds	Dir of Instruct Tech; Tech coaches	Lessons available on intranet

3. a. Provide access to Apex, Virtual School, dual enrollment courses, digital tools (apps, web 2.0 resources, digital cameras), laptops, iPads, iPods, Adobe Premium Suite	Ongoing	State funds Local funds	Asst Super Instruction; Principals	Students enrollment rosters; equipment usage reports
3.b. Provide training for teachers to implement use of digital tools, podcasts, Google Apps	Ongoing	Local funds State funds	Dir of Instruct Tech; Tech coaches	Rosters for training sessions
3.c. Provide students with opportunities to create digital products, podcasts, google docs and portfolios	Ongoing	Local funds State funds	Dir of Instruct Tech; Tech coaches; Principals	Digital products and portfolios in place
3.d. Incorporate a 21st century learning environment that engages students to be knowledgeable, active, creative & collaborative participants	Ongoing	Local funds State funds	Dir of Instruct Tech; Tech coaches; Principals	Digital products and portfolios in place

TECHNOLOGY DIMENSION 4

COMMUNITY CONNECTIONS

GOAL

Florence School District One will increase student achievement through the use of technology, including assistive technology, by maximizing community involvement and community partnerships.

OBJECTIVES

1. Form district-community partnerships to provide students with real-world experiences in the use of technology, including assistive technology, that enhance academic achievement.
2. Form partnerships with state-supported organizations, institutions, and initiatives.
3. Improve school and teacher communication with students, parents, and community.
4. Allow parents and students access to computers.

ACTION PLAN	TIMELINE	ESTIMATED RESOURCES	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
1.a. Continue partnership with Project SHARE to provide assistive technology in schools	Ongoing	Local funds State funds	Program for Exceptional Children	Assistive technology in place as needed
1.b. Collaborate with School to Work personnel to offer technology-based cooperative education experiences	Ongoing	Local funds State funds	Dir of Instruct Tech; School to Work personnel	Participation in programs offered
1.c. Collaborate with The School Foundation Board to offer grants that support technology	Ongoing	Grant funds	Asst Super Instruction; School Foundation Board	Grants awarded to support technology
2. Identify technology contact personnel at Florence Darlington Technical College & Francis Marion University for collaboration	Ongoing	N/A	Asst Super Instruction	Documentation of collaborative efforts

3.a. Expand development and use of dynamic school and classroom web pages for parental and student access to classroom assignments, forms, and email collaboration	Ongoing	Local funds State funds	Dir of Instruct Tech; Dist webmaster; Principals	Webpages online
3.b. Continue ParentLink as a means of school/home communication; incorporate ParentLink app to provide parents with access to grades, school events	Ongoing	Local funds State funds	Asst Super for Instruction	ParentLink available; reports of ParentLink use
3.c. Provide parents with access to students' academic progress via PowerSchool	Ongoing	State funds	Dept of School Improvement	Parent logins available
3.d. Provide opportunities for the community to use digital resources to enhance instructional development (DISCUS)	Ongoing	N/A	Principals	
4.a. Encourage development of school "Technology Nights"	Ongoing	Local funds State funds	Dir of Instruct Tech; Tech coaches	Agenda & handouts for parents & families; roster of families attending
4.b.Open media centers one day a week during the summer	Ongoing	Local funds State funds	Media specialists	Log kept of dates media center open
4.c. Continue to provide support for Adult Education and Literacy programs	Ongoing	Local funds State funds	Asst Super for Instruction	AdultEducation programs in place

TECHNOLOGY DIMENSION 5

SUPPORT CAPACITY

GOAL

Florence School District One will expand and support technology resources to assist educators and learners in meeting the state academic standards.

Objectives

1. Maintain systems, implement upgrades, and provide user technical support.
2. Evaluate and upgrade network wired and wireless infrastructure as needed to provide faster network connectivity, improved functionality, and more efficient management of workstations.
3. Implement an obsolescence and upgrade plan to replace and recycle equipment and software.
4. Implement increased bandwidth to our district's MetroEthernet and DIA circuit to increase Internet bandwidth for instructional use.
5. Provide efficient and effective telecommunications capability.
6. Protect district data, resources, and assets.

ACTION PLAN	TIMELINE	ESTIMATED RESOURCES	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
1.a. Provide district technical support necessary to install and maintain technology	Annually	State funds Local funds	Tech Dept	Reports from TMA web-based work order system to document work order submittals and resolutions.
1.b. Implement a web-based technology work order system that offers "help desk" features to users and email updates	Annually	N/A	Dir of Instruct Tech / IT Manager	Job descriptions and salary schedule in place.

1.c. Stay current with the latest Microsoft and Apple products and management tools	Annually	State funds Local funds	Tech Dept	ECAL licenses, Microsoft Master School Agreement, and Apple Master Agreement in place.
2.a. Procure and populate additional storage for EVA 6500 SAN solution	Fall 2014-Spring 2015	State funds Local funds	Tech Dept	Expansion of SAN technology.
2.b. Improve disaster recovery with EVA 6500 SAN solution. For disk to disk to tape to media vault backups. Implement and maintain a robust backup strategy with redundant data storage	Spring 14-Fall 2015	State funds Local funds Erate funds	Tech Dept	SAN solution and backup strategy in place.
2.c. Continue to utilize digital scanning to achieve a near paperless district initiative utilizing the Financial System	Ongoing	State funds Local funds	Tech Dept	Procurement, disbursement, and training with Fujitsu scanners.
2.d. Upgrade Procurve switches core to the edge with 5406's & 5412's Version 2 to increase processing speed and add power-over-ethernet functionality around the district. Create 10 gig network back bones	Spring 14-Fall 2015	State funds Local funds Erate funds	Tech Dept	Procurve network equipment in place.
2.e. Upgrade enhancements to wireless overlays at the elementary, middle, and high school levels. Upgrade data center wireless 765zl controllers to the next generation product in order to manage additional access points. Complete wireless surveys to reconfigure and double our wireless infrastructures densities at the school level. Replacement of remaining MSM422 AP's. Exploration and implementation of AC wireless technologies.	Spring 14-Fall 2016	State funds Local funds Erate funds	Tech Dept	Wireless network equipment in place.

2.f. Implement a VDI (Virtual Desktop Infrastructure with blade server and thin client technologies)	Spring 14-Fall 2016	State funds Local funds Erate funds	Tech Dept	VDI in place
2.g. Upgrade IMC (Intelligent Management Center) system to ensure the integrity of the network, and manage all network equipment. Addition of IMC Wireless Services Manager software.	Spring 14-Fall 2015	State funds Local funds	Tech Dept	IDM & WSM in place, and networking equipment that can push the policies and monitor.
2.h. Enhance video distribution and IP TV over the network with V-Brick technologies. Upgrades to district's Mystro Portal.	Spring 14-Fall 2016	State funds Local funds Erate funds	Tech Dept	Video, V-Bricks, and IP TV in place.
2.h. Implement voice over IP solution district wide refreshing current legacy phone system, then push down to the classroom level	Spring 14-Fall 2016	State funds Local funds Erate funds	Tech Dept	Vo IP and SIP trunks in place.
3.a. Use SDE Tech Readiness Tool as a basis for identifying network and desktop hardware needs. District has also adopted an ongoing replacement plan for workstations	Ongoing	N/A	Tech Dept	List of hardware needs, follow and implement district replacement/refreshment workstation plan.
3.b. Maintain a current inventory of technology equipment by school	Spring 14-Fall 2016	N/A	Tech Dept	Inventory of equipment on intranet.
3.c. Revise guidelines for instructional software and hardware purchases. Standardize on instructional technology equipment and software for schools	Spring 14-Fall 2016	N/A	Dir of Instruct Tech / IT Manager; District Tech Comm	Guideline revisions on intranet, and quotes posted on FSD1 website.
4c. Implement increased bandwidth to our district's Metro Ethernet & DIA circuit, in order	Spring 14-Fall 2016	State funds Local funds	Tech Dept; State CIO	Additional Bandwidth allocation to our existing

for students and staff to have increased bandwidth for instructional use		Erate funds		Metro Ethernet & DIA circuit.
5c. Upgrade blade servers in the data center, and upgrade all school servers.	Fall 2014-Spring 2015	State funds Local funds Erate funds	Tech Dept	Blade and school servers in place.
6c. Migrate/consolidate metal on metal servers to virtual servers. Grow ESX VMWare virtual server farm	Spring 14-Fall 2016	State funds Local funds Erate funds	Tech Dept	Blade servers virtualized in place with ESX software.
6.a. Provide antivirus, anti-spam, and network security to all systems and data stores	Ongoing	State funds Local funds	Tech Dept	Security software in place.
7. Provide asset inventory and management of Post PC devices, and utilize Post PC devices for instructional use	Ongoing	State funds Local funds	Tech Dept	Post PC devices and Casper software in place.

Technology Budget for 2013-2014

	recurring cost (Y/N)	AMOUNT
Technology Contract Services Solely for Network Wiring	Y	$75,000
Technology Staff Development	Y	$100,000
Technology Travel	Y	$10,000
Technology Software / Annual Licensing	Y	$500,000
Technology Equipment	Y	$400,000
TOTAL REQUESTED		$1,085,000.00

Technology Budget for 2014-2015

	recurring cost (Y/N)	AMOUNT
Technology Contract Services Solely for Network Wiring	Y	$75,000
Technology Staff Development	Y	$100,000

Technology Travel	Y	$10,000
Technology Software / Annual Licensing	Y	$500,000
Technology Equipment	Y	$400,000
TOTAL REQUESTED		$1,085,000.00

Technology Budget for 2015-2016

	recurring cost (Y/N)	Amount
Technology Contract Services Solely for Network Wiring	Y	$100,000
Technology Staff Development	Y	$100,000
Technology Travel	Y	$15,000
Technology Software / Annual Licensing	Y	$600,000
Technology Equipment	Y	$500,000

TOTAL REQUESTED		**$1,315,000.00**

Sampling of Technology Software/Hardware Expenditures / Renewals 2013-2016

Software	Cost
Casper	$15,000.00
GFI E-Mail Archive	$12,000.00
VMWare ESX	$30,000.00
IT WebHelp Desk	$2,000.00
V-Brick Mystro	$15,000.00
Microsoft	$200,000.00
AD SIF	$2,000.00
Destiny SIF	$3,000.00
Mitel Updates	$1,000.00
V-Brick Updates	$1,800.00
IMC HP Networking	$20,000.00
PCM Care Pack	$3,000.00
Apple	$5,000.00
Dameware	$2,000.00
AirMagnet	$1,400.00
Wireless Controllers	$60,000.00
EVA 8000 Renewal	$65,000.00
AdminStudio	$4,000.00
ESRI GIS	$4,000.00
Total:	**$446,200.00**

Hardware	Cost
1st Barracuda Hardware Instant	$2,000.00
1st Barracuda Energizer Updates	$2,000.00
F5 Big IP Load Balancer	$65,000.00
APC MGE / Chiller Uplift / Symmetra Unit	$44,000.00
2nd Barracuda Hardware Instant	$2,000.00
2nd Barracuda Hardware Instant	$2,000.00
Data Center Backup Generator	$1,500.00
Blade Care Packs	$15,000.00
Fortigate - 620B Cluster	$33,000.00
Fortigate - 620B - II	$29,000.00
FortiAnalyzer	$15,000.00
Fujitsu Scanners	$10,000.00
Barracuda Spam Firewalls	$60,000.00
Backup Tapes	$15,000.00
EVA 6500 Storage	$150,000.00
Total:	**$445,500.00**

District Technology Capital funds will be utilized to replace teacher and students workstations, laptop carts, school servers, and outfit new school buildings.

APPENDIX 1 – Acceptable Use Policies

Florence District One
Acceptable Use Policy for Employees

Overview
Employees in Florence School District One use a variety of material and information sources in various formats to support and extend the students' learning experiences. Computers, software, peripherals, and computer networks are a vital and essential part of the operation for Florence School District One. The use of any computer, technology equipment, or software is a privilege, not a right. Employees whose jobs require access to the use of a computer and/or network must sign an Acceptable Use Policy agreement form and must follow all guidelines stated in the agreement. The district unconditionally reserves the right for authorized personnel to review system use and file content. The district reserves the right to remove a system user account on the system or to disconnect any system user to prevent unauthorized activity. Failure to follow the guidelines could result in disciplinary action that could include dismissal.

Computer Use

Employees should use computer equipment and digital devices for instructional purposes.

Employees should exercise caution with food or drink in a computer work area and may be held liable for negligence that causes damage to a computer or the network.

All employee and student computer and network files are subject to review by the administration.

With respect to any of its computers with Internet access, the school district will monitor the online activities of employees and employ technology protection measures during any use of such computers by minors and adults.

Employees are responsible for actively monitoring student use of computers.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official who will then contact the appropriate school district official.

Employees should not disrupt the educational process with the use of personal e-mails.

Passwords issued to school district employees are confidential. Employees will keep all passwords private. Each employee is responsible for computer activity occurring while the employee is logged in.

Copyright and Plagiarism

The United States Copyright Law must be followed at all times. Employees may not illegally copy text, music, software, pictures, or graphics from any Internet or software source. The "Fair Use" clause does give educators some leniency for using some pictures, music, graphics, text, etc. *for academic purposes only.* To avoid illegal use of web materials employees should always request permission from the creator/owner of material or sites and should cite the Internet or software source where he/she obtains information or material.

UNACCEPTABLE USES

The following uses of the school district system and Internet resources or accounts are considered unacceptable:

- Users will not use the school district system to access, review, upload, download, store, print, post, distribute, transmit, or receive abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language or images that are inappropriate to the educational setting or disruptive to the educational process or that could cause damage or danger of disruption or that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- Users will not use the school system to post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not use the school district system to engage in any illegal act to violate any local, state or federal statute or law.
- Users will not use the school district system to vandalize damage or disable the property of another person or organization will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means.
- Users will not use the school district system to tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district system's security (hacking).
- Users will not access, copy, or download inappropriate streaming media. Users will not distribute unauthorized media content to other users.
- Users will not use the school district system in such a way as to disrupt the use of the system by other users.
- Users will not access instant messaging and will only access games that have educational content.
- Users will not attempt to gain unauthorized access to the school district system or any other network through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other that those assigned to the user.
- Users will not attempt to bypass or disable the school district's filtering system.
- Users will not use the school district system for unauthorized commercial purposes or for financial gain, or to purchase goods and services unrelated to the mission of the school district.
- Users will adhere to the FSD1 Web Publishing Guidelines.

I agree to follow the guidelines as written in the Florence School District One Acceptable Use Policy for Employees.

_____

Signature of employee

_____
Date

Florence School District One
Acceptable Use Policy for Elementary Students

Computer and digital device use is a privilege, not a right. Florence One reserves the right to review all computer and network files and to monitor student use of computers and digital devices.

1. I understand that I am to use computer equipment and other devices for instructional purposes at all times.

2. I will not do anything to the computer, mouse, headphones, keyboard, cables, software, media, printers, iPods, iPads, mp3 players, nooks, e-readers, kindles or other digital/electronic devices that would cause them to break or to not work.

3. I will not have food or drink in the computer area or when using digital/electronic devices.

4. I will not give my password to anyone else. I will not use anyone else's password to access their files such as Accelerated Reader, Moodle or other online resources.

5. I will not draw, send, or display pictures or write words that will make someone else angry or upset. I will not use obscene or threatening language. I will not harass, attack, bully or insult others.

6. I will not give out personal information about myself or others, such as complete name, address, phone number or identifiable picture.

7. I will not copy information from the Internet or others and turn it in as my work. If I use information from the Internet or others, I will get permission and I will give them credit for it.

8. I will not damage or change computers, computer systems, computer networks or digital/electronic devices.

9. I will not use the computer to buy or sell anything unless it is part of a school project and under the supervision of my teacher.

10. I will not download or copy files, pictures, software, or streaming media that is inappropriate or against district policies. I will always ask my teacher for permission to download or copy information.

11. I will not open, copy, change, delete, or damage files or folders on the computer, digital device, network or other storage devices that are not mine. I will not share any unauthorized files or media with others.

12. I will not try to get around the school district's Internet filtering system to access Internet sites that might be inappropriate. I will not explore areas of the Internet that are not school related. I will report any inappropriate websites that I access by mistake or that come up on the computer screen to my teacher.

13. I will not access chat rooms, games, instant messaging, social networking sites, blogs, and email except for designated classroom activities and under the supervision of my teacher and with the permission of the district technology department.

14. I will not attempt to gain unauthorized access to resources, files or devices on the network, such as the use of spy ware tools or hacking.

15. I will follow the above guidelines for all online resources such as Moodle, iPod/iPad Apps, etc.

I	☐give	☐o not give	my child permission to use the Internet at school.

Personal Electronic/Digital Devices

(Personal devices include but are not limited to laptops, iPods, iPads, mp3players, nooks, e-readers, kindles)

1. I understand that the sole purpose for use of the personal device during the school day is for educational purposes.

2. I understand that all personal devices can only be used during the instructional class period with the express permission of the classroom teacher. This might mean that the device is used for some instructional activities and not others.

3. I understand the personal device may not be connected to the school network.

4. I understand that the personal device may not contain any inappropriate content.

5. I understand that Florence School District One will not provide any support for the personal device at any time.

6. I understand that personal devices are brought to school at the owner's risk. Neither FSD1 nor the school is responsible for theft or damage to the device.

Printed Name of Parent/Legal Guardian _____

Signature of Parent/Legal Guardian_____ Date _____

Printed student name (full) _____

Signature of Student _____ Date _____

Teacher Name _____

Florence School District One
Acceptable Use of Technology Resources for Middle and High School Students

Overview
Florence School District One provides access to computers, computer networks, communication systems, the Internet and other technology resources and digital devices to support and extend the students' learning experiences. All technology resources used at school or in the performance of school-related activities must be used in a responsible, ethical, and legal manner and in accordance with the policies and educational objectives of Florence School District One. Students must have a signed form on file and follow the guidelines below which have been established to enhance the learning of individual students while maintaining a safe, functional environment for all. The use of any computer, technology equipment, digital devices or software is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs; discipline under other appropriate district policies, including suspension, expulsion, or civil or criminal liability under other applicable laws.

Students are expected to:

- Protect login and password information. Do not give out this information to fellow students or friends.
- Use school computers and other digital devices for academic work at all times.
- Ensure only appropriate content is contained on digital devices (flash drives, cameras, iPads, iPods, etc.) used for student work.
- Alert a school official if unacceptable materials or Internet sites are inadvertently accessed.
- Comply with the guidelines outlined in this acceptable use policy.

Copyright and Plagiarism

The United States Copyright Law must be followed at all times. Students may not illegally copy text, music, software, pictures, or graphics from any Internet or software source. The "Fair Use" clause does give students some leniency for using some pictures, music, graphics, text, etc.*for academic purposes only*, and the student's teacher or media specialist will instruct him/her about the legalities and use of this clause when necessary and appropriate. To avoid allegations of plagiarism, students should always request

permission from the creator/owner of material or sites and should cite the Internet or software source where he/she obtains information or materials.

Privacy

All digital storage, including storage with contracted services comes under the direction of Florence School District One. Therefore, network administrators will review files and communications and monitor online activities. Students should not expect that files stored on district servers or with district contracted agencies will be private. Network and Internet is provided as a tool for educational purposes only. Florence One will employ technology protection measures to ensure data integrity.

UNACCEPTABLE USES

The following uses of the school district system and Internet resources or accounts are considered unacceptable:

- Users will not use the school district system to access, review, upload, download, store, print, post, distribute, transmit, or receive abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language, images or other media that are inappropriate to the educational setting or disruptive to the educational process or that could cause damage or danger of disruption or that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- Users will not use the district system to post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including bullying, prejudicial or discriminatory attacks.
- Users will not use the district system to engage in any illegal act to violate any local, state or federal statute or law.
- Users will not use the district system to vandalize, damage or disable the property of another person or organization. Users will not make attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means.
- Users will not use the district system or other networks or media to tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district system's security (hacking).
- Users will not access, copy, or download streaming media unless authorized by the instructor for academic purposes. Users will not distribute unauthorized media content to other users.
- Users will not use the district system in such a way as to disrupt the use of the system by other users.
- Users will not give their passwords to anyone else or use the passwords of others.
- Users will not access, copy, or download music CDs or music from the Internet unless they are appropriate for academic assignments and follow copyright guidelines.
- Users will not access personal or social networking websites.
- Users will not access chat rooms, games, instant messaging, blogs and email except for designated classroom activities under the direct supervision of certified personnel and with the permission of the district technology department.
- Users will not use the district system to post private information about another person, personal contact information about themselves or other persons unless under the supervision of certified personnel. This includes, but is not limited to, home addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable.
- Users will not attempt to gain unauthorized access to the district system or any other network through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other that those assigned to the user.

- Users will not use proxy servers or any other means to bypass or disable the district filtering system.
- Users will not use the district system for unauthorized commercial purposes or for financial gain, or to purchase goods and services unrelated to the mission of the school district.
- Users will comply with district guidelines when using online resources such as Compass, Apex Learning, Google Apps, Moodle, etc.

I ☐ give ☐ do not give my child permission to use the Internet at school.

Personal Electronic/Digital Devices

(Personal devices include but are not limited to laptops, iPods, iPads, mp3players, nooks, e-readers, kindles)

7. Students are expected to use personal devices only during the instructional class period with the express permission of the classroom teacher. This might mean that the device is used for some instructional activities and not others.

8. Students will not attempt to access the district network with personal devices. Users can access the wireless guest network with authorization of the instructor.

9. Students will understand that Florence School District One will not provide any support for the personal device at any time.

10. Students will understand that personal devices are brought to school at the owner's risk. Neither the district nor the school is responsible for theft or damage to the device.

Parent or Guardian signature: _____ **Date** _____

Printed Student name: _____

Signature of student _____

Florence School District One
Media Information Form

Florence School District One classifies the following student information as media information: name; photograph; participation in officially recognized activities and sports; diploma, certificate, honors or awards received; school and grade level; and other similar information. Florence One also recognizes that original student work may be considered for publication.

During your child's school career, your child will participate in a variety of academic, athletic, fine arts and other events/activities. Information about these events/activities may appear in various media outlets.

- Your child may be photographed/interviewed by district or school staff; other students or news media.
- Your child and/or his/her original work may appear in newspaper articles; on television; in radio broadcasts; on displays; on the Internet; or in district/school promotional pieces; district/school videos.
- Your child could be included in but not limited to the district or school website; other websites such as Facebook, local news websites, etc., brochures, fliers, honor roll or other recognition lists, newsletters, playbills; programs (including graduation and athletic programs).

PLEASE CHECK only one.

☐ We, the parent(s)/guardian(s) and student or — I, the student (if 18 years of age or older), hereby, grant Florence School District One permission to release media information and/or original student work to the events, activities, and media outlets as described above. I verify that the student work submitted is original.

☐ We, the parent(s)/guardian(s) and student or — I, the student (if 18 years of age or older), hereby GRANT Florence School District One permission to release all media information and/or original student work to all media outlets as described above **EXCEPT THE FOLLOWING:** *(Insert exclusions in the boxes below.)* I verify that the student work submitted is original.

Media Information	Media Outlets

Student's full name (print) _____ School name / Grade Level _____

Student's home address _____

Parent/guardian's full name (print) _____ Parent/guardian's or student's signature (if 18 years of age) _____

Home Number(s) _____ Date parent/guardian or student signed (if 18 years of age) _____

Florence School District One

Parent/Guardian Digital Permission Form

Dear Parent/Guardian:

Students in Florence School District One now have access to a wide variety of collaborative Web 2.0 tools, including web-based programs, websites, and apps for the iPod and iPad. All of the tools supported by the district are educational and are used to expand students' learning experiences.
Students will be expected to behave appropriately and follow all code of conduct rules, including the District One Acceptable Use Policy. Appropriate discipline consequences apply if the behavior warrants. All sites and apps will be used under the supervision of the classroom teacher. Students are not to visit websites or use apps on their own unless directed to as a part of instructional activities.

Some apps and websites require parental permission for student use, particularly for students under the age of 13. Parents will be informed of the Terms of Use and the Privacy Policy of each of these tools prior to use. Parents should read through these policies carefully. If the app/website requires a student login, parents must authorize the use of a student's name. It is important that parents are aware that apps that include texting may incur charges based on the user's cell phone data plan.

Below is a list of websites and/or apps that are being used in your child's classroom that require a student login or parental permission. Other tools may be introduced throughout the year with proper guidance. The school principal has approved the use of the tools.

App/website 1_____
App/website 2_____
App/website 3_____

Please complete the permissions below:

I give permission for my student to use any of the technology sites or tools listed above with proper supervision. Yes No

I give permission for my student to use tools introduced throughout the year as deemed appropriate by the teacher. Yes No

I understand that apps that permit texting may incur charges based on the user's cell phone data plan.

- I give permission for the teacher to use apps that send texts to the parent Yes No
- I give permission for the teacher to use apps that send texts to the student Yes No

For the student – *My signature below indicates that all my questions have been answered. I agree to use the Web 2.0 tools as described above.*

_____ _____ _____
Name of Student Signature of Student Date Signed

For the parent/guardian – *My signature below indicates that all my questions have been answered. I give permission for my student to use Web 2.0 tools as described above.*

_____ _____ _____
Name of Parent Signature of Parent/Guardian Date Signed

_____ _____
Signature of Teacher Date Signed

_____ _____
Signature of Principal Date Signed

Florence School District One
Web publishing Guidelines

The purpose of Florence School District One websites is to provide information via the Internet about our District's mission, curriculum, instruction, and school-authorized activities. The district web address is http://www.fsd1.org. All information posted to the district web site must comply with Florence School District One policies and with the district Acceptable Use Policy.

Staff websites on the district web server must comply with the following guidelines. Failure to do so will result in loss of authoring privileges and/or disciplinary measures.

> Each school principal is responsible for choosing the school's website team and for determining how the school will file signed permission forms for Internet publication. Each school's principal or designee will serve as the contact person for information about the web site, assistance with developing and loading web pages, and help with installing web page software. It is the responsibility of the school web team to submit the school pages, to check them for accuracy, and to keep the web site up-to-date. The principal or his designee must approve of the school's webpages before they are posted to the district website. All school webpages

MUST be hosted on the district servers. Staff cannot create school or classroom webpages using outside web hosting resources. School webpages must be created and monitored by school/district staff; students cannot author school webpages. School web pages must be created with Microsoft Sharepoint, unless approval is given by the Florence School District One Webmaster.

Web Page Guidelines

- **Educational Value** - All published material must have educational value and/or support the district guidelines, goals and policies.
- **Publishing Agreement** - Only materials authorized by the principal or his/her designee will be published on District Internet/Intranet servers.
- **Privacy** - No student's personal information (class schedule, home address, phone number, e- mail address, etc.) appears on any school related page. (*See more info under Student Information)*
- **Copyright Laws** – All copyright laws must be adhered to. If you have questions, contact the principal, the web team, the media specialist, the Director of Technology, or the District Webmaster.
- **Web Publishing Guidelines** – The Director of Technology, the District Webmaster, and school principals should regularly visit school and teacher web sites to monitor appropriateness,quality and educational value. The Director of Technology and District Webmaster reserve the right to audit and/or adjust materials and/or information published on the district, school and classroom websites.
- ·**Active Links** – If the site/page contains links to sites outside of Florence School District One.
    - **ALL** links should be checked regularly to insure appropriateness of content. All links from school and district web pages should be to sites that are educational, curriculum-related, and appropriate for young people. Web page links must not be to sites that contain obscene or inappropriate subject matter or sites whose primary purpose is commercial or political advertising or which point directly or indirectly to objectionable material. The District reserves the right to remove pages that violate District policies.
- **Student Information** - Student's names, pictures, and original work may be on the school websites under the following conditions:
    - A permission form is signed by the student AND his/her parent or guardian AND is on file in a designated location in each school.
    - Students are identified according to the permission allowed by the parent or guardian on the
    - Parental Authorization Form.
    - No student's personal information (class schedule, home address, phone number, e-mail address, etc.) appears on any school related page.

- Students' original work may be published with according to the permission allowed by the parent or guardian on the Parental Authorization Form. For each work published, the student must sign a statement certifying its originality and that statement must be kept on file in the school.
- Formal group pictures of school-sponsored teams, classrooms or school organizations may be posted on a school web page if no students' names accompany the picture as long as a signed parental permission form is on file. Informal group pictures are not allowed without a signed permission form.
- Rosters of school-sponsored teams or school organizations that list the students' complete names may be posted on the school web page without signed parental permission if no students' pictures are posted with the roster and no identifying information accompanies the picture (jersey number, position, office, etc.).
- Photographs may be published without an identifying name as long as a permission form has been signed by both the student and the parent/guardian.
- Student work may be published with a first name only as long as a permission form has been signed by both the student and the parent/guardian.
- Student full names may be published (without photographs) for school/district awards and recognitions for school or district-sponsored activities, academics, and athletics as long as permission form has been signed by both the student and the parent/guardian.

- **Content Guidelines** – The content of employee web pages must directly relate to the employee's job assignment. No personal information may appear on the page.
  - Content related to instruction and/or school or district sponsored activities: must be appropriate for the intended audience.
  - Staff biographical info must be brief and limited to information parents need to know, and not include links to personal web sites or to businesses, organizations, or other affiliations not directly associated with FSD1. Professional background, degrees, etc may be included. One or two images may be published provided they are professional and tasteful.
  - All staff webpages **MUST** be hosted on the district servers. Staff cannot create webpages using outside web hosting resources.
  - Staff must verify **ALL** links included in their web sites for developmental appropriateness and relevance to curriculum. If you are including links outside of Florence School District One, the following disclaimer **MUST** be added: DISCLAIMER: You are about to leave *School Name* web site. We are not responsible

    for content beyond this page. We try to monitor the sites listed often, but the Internet changes daily. If you find a site that no longer works or is inappropriate, please contact ***webmaster's email address.***
  - Content should be free of spelling and grammatical errors.

- Information should be accurate and current.
- School and classroom websites should an email link to the person responsible for this site.
- Copyright Notice – The school master page shall contain a copyright notice which reserves the publisher's right.

Legal guidelines

- **Copyright laws**
  - Staff must comply with US copyright laws.
  - All content and graphics that are used in compliance with copyright laws must be properly credited on the web page.
    - § Content and graphics used must be with permission and must include a notice at the bottom of the web page crediting the original producer and noting how and when permission was granted. This should include the URL web address of the original source.
    - § If free sites require a link to the web site, staff must include the link.
    - § The failure of a web site to display a copyright notice should not be interpreted as permission to copy content and/or graphics free. Written permission form the original producer must be granted.
    - § Quotes, references and sources should be cited.
    - § Teachers should make every effort to verify that student work has not been plagiarized.

APPENDIX 2 – Staff Development Survey

Florence School District One
Staff Development Survey

This short survey will assist us in planning and implementing future staff development offerings from the Technology Department. Please take a few minutes to complete our online survey.

For assistance with this survey, contact the Jayne Boswell at (843) 673-1180 or email jboswell@fsd1.org.

Please answer the questions below:

1. Where is your current work location (School, District Office, etc.)?

2. What is your current role?
   Classroom Teacher
   Media Specialist (Librarian)
   Technology Instructor
   Career Service
   Guidance Counselor
   School Administrator
   Central Office Administrator

Please indicate your need for additional training in the following areas.

1. Basic Operating System (Windows 8)
I am proficient with the application and do not need additional training
I use the application daily and would like to learn more
I'm somewhat familiar but I need additional training
I am not familiar with the application but would like to know more

2. Word Processing (Microsoft Word)
I am proficient with the application and do not need additional training
I use the application daily and would like to learn more
I'm somewhat familiar but I need additional training
I am not familiar with the application but would like to know more

3. Internet/Web Browsing (Internet Explorer)
I am proficient with the application and do not need additional training
I use the application daily and would like to learn more
I'm somewhat familiar but I need additional training
I am not familiar with the application but would like to know more

4. Email (Microsoft Outlook)
I am proficient with the application and do not need additional training
I use the application daily and would like to learn more
I'm somewhat familiar but I need additional training
I am not familiar with the application but would like to know more

5. Accessing my school email from home (Outlook WebAcess)
I am proficient with the application and do not need additional training

I use the application daily and would like to learn more
I'm somewhat familiar but I need additional training
I am not familiar with the application but would like to know more

6. Presentation Software (Microsoft PowerPoint)
I am proficient with the application and do not need additional training
I use the application daily and would like to learn more
I'm somewhat familiar but I need additional training
I am not familiar with the application but would like to know more

7. Spreadsheets (Microsoft Excel)
I am proficient with the application and do not need additional training
I use the application daily and would like to learn more
I'm somewhat familiar but I need additional training
I am not familiar with the application but would like to know more

8. Databases (Microsoft Access)
I am proficient with the application and do not need additional training
I use the application daily and would like to learn more
I'm somewhat familiar but I need additional training
I am not familiar with the application but would like to know more

9. Desktop Publishing (Microsoft Publisher)
I am proficient with the application and do not need additional training
I use the application daily and would like to learn more
I'm somewhat familiar but I need additional training
I am not familiar with the application but would like to know more

10. Digital Cameras, Document Cameras
I am proficient with the application and do not need additional training
I use the application daily and would like to learn more
I'm somewhat familiar but I need additional training
I am not familiar with the application but would like to know more

11. Web Page Development (Microsoft Sharepoint)
I am proficient with the application and do not need additional training
I use the application daily and would like to learn more
I'm somewhat familiar but I need additional training
I am not familiar with the application but would like to know more

12. iPads & iPods (Mobile devices)

I am proficient with the application and do not need additional training
I use the application daily and would like to learn more
I'm somewhat familiar but I need additional training
I am not familiar with the application but would like to know more

13. Check Other Internet Resources or digital resources you would like to know more about
United Steaming
DISCUS
Apex
MAP
Online textbooks
Web 2.0 tools

14. Please share any other suggestions/ comments concerning technology staff development.