

# **HAMILTON SCHOOL BOARD**

## **TECHNOLOGY PLAN**

**FY 2012-2013**

School Board Approved: 6/25/12

Superintendent Signature: \_\_\_\_\_

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## **1. MISSION STATEMENT**

- 1.1 The mission of the Hamilton County School Board Technology and Information Services (TIS) Department is to promote the effective use of technology to implement the District Mission - Changing Lives Through Quality Education. This is accomplished through deployment and maintenance of appropriate technologies in all phases of the instructional processes in a manner that supports effective delivery of national, state and district goals.

The Hamilton County School System is committed to the enhancement of instruction for all students and enhancement of performance of all students through effective use of technology and implementation of the Sunshine State Standards.

District Long Term Goals (established in this document) and all district planning and deployment of technology are aligned with the following national and Florida goals for technology and education:

### **National Technology Goals**

1. All teachers in the nation will have the training and support they need to help students learn using computers and the information super highway.
2. All teachers and students will have modern multimedia computers in their classrooms.
3. Every classroom will be connected to the information super highway.
4. Effective software and on-line learning resources will be an integral part of schools' curriculum.

### **Florida Education Goals**

1. Readiness to Start School: Communities and schools collaborate in a statewide comprehensive school readiness program to prepare children and families for children's success in school.
2. Graduation Rate and Readiness for Post-secondary Education and Employment: Students graduate and are prepared to enter the workforce and post-secondary education.
3. Student Performance: Students make annual learning gains sufficient to acquire the knowledge, skills and competencies needed to master state standards; successfully compete at the highest levels nationally and internationally, and be prepared to make well-reasoned, thoughtful and healthy lifelong decisions.
4. Learning Environment: School boards provide a learning environment conducive to teaching and learning.
5. School Safety and Environment: Communities and schools provide an environment that is drug-free and protects students' health, safety, and civil rights.

6. Teachers and Staff: The schools, districts, colleges of education, postsecondary institutions, and state work collaboratively to provide professional teachers and staff who possess the competencies and demonstrate the performance needed to maximize learning among all students.
7. Adult Literacy: Adult Floridians are literate and have the knowledge and skills needed to compete in a global economy, and prepare children for success in school, and exercise the rights and responsibilities of citizenship.
8. Parental, Family, and Community Involvement: Communities, school boards, and schools provide opportunities for involving parents, families, guardians, and other community stakeholders as collaborative partners in achieving school improvement and education accountability.

## 2. GENERAL INTRODUCTION/BACKGROUND

- 2.1 District Profile - Provide relevant social, economic, geographic, and demographic factors influencing the district implementation of technology.

With a population of approximately 14,710, our population density is only 25.9. Hamilton is classified as economically depressed and the majority of our 1650 PK-12 students qualifies for free and reduced lunches. Free and reduced lunch data for local schools breakout as follows:

| SCHOOL                             | GRADES    | PERCENT FREE/REDUCED LUNCH |
|------------------------------------|-----------|----------------------------|
| Greenwood School (5 County Center) | PreK-12   | 81.13%                     |
| North Hamilton Elementary School   | PreK-6    | 79.91%                     |
| Central Hamilton Elementary School | K-6       | 94.79%                     |
| South Hamilton Elementary School   | PreK-6    | 87.69%                     |
| Hamilton County High School        | PreK,7-12 | 77.76%                     |

Major employers are The Department of Corrections, PCS Phosphate Mining, Inc., and the Hamilton County School Board.

Hamilton School District, located in North Florida, has 5 schools with a total enrollment of 1650 students. Each school has a TV cable system installed and ITV cable to all classrooms. All regular schools in the district have

Computer/Technology Labs and Integrated Learning Systems. Greenwood School serves only students with severe disabilities. The typical lab is not appropriate to meet the educational needs of students at the Greenwood site. All schools have a LAN connecting all classrooms, administrative offices, and support offices. All schools connect to the Internet through the JRE Lee Complex. See Appendix B for complete network diagram.

The official DOE adult illiteracy target population count for Hamilton is 3,451. The projected funding and available technology will enable Hamilton to provide basic education services to only 4.75% of this target population. Hamilton is making K-12 computer laboratories and software appropriate to adult education available to our target adult population. A lab devoted to the exclusive use of the adult population is located at the J.R.E. Lee Complex. Improved technology and distance learning capabilities will facilitate serving both the adult and K-12 population in the future.

Major areas of concern include equipment, space, software, teacher training and time, lack of resources, limited coordination and consultation, rapid obsolescence of hardware/software, training, and meeting student needs in an information world.

We have prepared this District Technology Plan to include planning and implementation guidelines for levels Pre-K through 12 and Adult. This plan recognizes the need to interface administrative and instructional technology to promote cooperation and sharing of equipment and training support which may otherwise dictate costly duplication of effort and expense. We also recognize that the tail should not wag the dog relative to either administrative technology or instructional technology. We cooperate to share bandwidth, equipment, and support in an effort to minimize cost with consideration that sharing will not degrade or hinder progress for either administrative or instructional technology.

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

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

Hamilton has designated a selected part-time staff member to serve as the school level technology coordinator at each school. The part-time school level Technology Coordinators and the principal of each school serve on the district-wide technology committee. Since the workload varies at each school, it is the responsibility of the principal at each school to determine if the school level Technology Coordinator workload justifies one or more free periods to devote to technology. See Appendix A for a complete listing of committee members.

The district-wide Technology Committee provided input for the development of the initial district level technology plan. Current practice is to review the district plan annually to provide a guideline for plans developed at each school.

The District Technology & Information Services (TIS) Coordinator relies on the District-Wide Technology Committee to serve as the local representative body bearing chief responsibility for cooperative decision-making, coordination, and guidance in the development, implementation, and funding of technology. The Assistant Superintendent for Teaching and Learning Services serves as chairperson of the district-wide technology committee. This representative membership provides access to information for decision making and participation in decision making by teachers, administrators, and support staff. The district-wide plan is presented to the board annually for review to communicate the updated consensus goals which guide the committee and the recommendations and priorities which the committee believes must be implemented to enable and facilitate movement in the direction of technological excellence.

The challenge to the district is to provide coordinated district-level support and planning which interfaces and integrates with school-level support and planning while not duplicating support and planning costs. The district-wide technology committee brings together the best expertise Hamilton has to implement the necessary coordination, cooperation, guidelines, and staff training.

- Develop partnerships with community, business, and industry.

The School System is committed to the enhancement of student instruction and student performance through effective use of instructional technology incorporating partnership with community, business and industry.

- Integrate technology in all areas of the curriculum, ESOL and Special Needs including students with disabilities.

An important component of our mission is to provide administrators, teachers, and other stakeholder's guidance and support for integrating technology in all areas of the Curriculum, ESOL and Special Needs to include assistive, adaptive needs.

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

The ongoing effort is to provide access to technologies and project resources to all students. Access available to K-12 students is also available to adult level students and staff. Currently, the school system is the sole adult literacy service provider for Hamilton.

### 3. NEEDS ASSESSMENT/GOALS

#### 3.1 Needs Assessment Process

The District Technology Committee reviews the needs assessment information communicated by the stakeholders who are in a position to provide quantified data concerning use of technology (Parents, District Employees, and Students). Instruments for gathering that input include:

- Technology Resource Surveys and an associated index of key items derived from that survey
- Public School Technology Funds (PSTF) Report
  
- Internal inventory audits
- Expenditure reports from finance and individual schools
- School Improvement Plans
- Standardized test results from FCAT
- District and School Level Requests for Technology Services via the helpdesk
- Network and Computer Databases for each school
- Teacher completion of ITTS Technology Survey

This input not only provides direction and levels of expectation for acquisition, access, use and support of technology in the district, it is also useful to all stakeholders for:

- Assessment in gauging progress toward their vision for technology in education
- Strategizing how to incorporate technology and telecommunications into education in ways that improve student learning
- Tracking the return on public investments in education technology
- Research that will help guide studies of how and under what conditions technology is an effective tool for learning
- Determining professional development needs of staff

Additionally, the TIS Coordinator works with principals to determine school-level administrative technology needs to support the District Information System.

#### 3.2 Identification of Telecommunications services and technology infrastructure, equipment, assistive technology, and programming, (educational material, software, media, etc.) training and support needs.

Each school maintains an inventory of the technology equipment available and the District TIS and Curriculum Coordinators; principals and school-level Technology Coordinators cooperate to provide leadership and develop consensus required to continue development of the infrastructure and procurement of educational

materials, software, media, etc., and to identify and provide timely training and support needs. The school level Technology Coordinator conducts training at the school level and also, in cooperation with the District In-Service Coordinator, provides other technology training at his/her school. The school level coordinators invite personnel from other schools to maximize participation when training is provided at a given school. Additionally, to promote district-wide achievement of the goals and objectives stated in this plan, the district Curriculum Coordinators administrate funds and planning to provide for visitations, conference and workshop attendance, and other training made available to all schools and to district-level support staff. The local adult education program, Valdosta State University, NEFEC, and New Horizons Training Center provide appropriate technology training. Additionally, the district TIS Coordinator and district Curriculum Coordinators distributes information to each school when appropriate training is available from a variety of providers. Additional training information is included in section 8 of this document.

### 3.3 District Technology Goals - Short-term and long-term goals.

*Long term goals seek to improve interoperability, integration, and instruction regardless of the current short term goals. Short term goals target completion within one to three years.*

The District-Wide Technology Committee believes that focusing its efforts on interoperability, integration and instruction, will enable Hamilton County Schools to provide improved performance, utility and usability, and make more efficient use of computing and telecommunication resources.

Therefore, with emphasis on improved interoperability, integration, and instruction, identified **long-term goals are to include the following:**

- A. Provide each school and the district office with total implementation of state of the art technology to enhance learning and administrative processes, including providing sufficient bandwidth to each site.
- B. Provide staff development focusing on the integration of technology in the curriculum and administrative functions and provide up to date hardware and servers to compliment software.
- C. **Short-term goals** and strategies stipulate that each school will:
  - 1. Achieve the following **Priority 1 goals** during the 2012-2013 FY
    - a. The Hamilton County Schools AUP and Release Form will be presented to each student at the initial enrollment at each school. This policy and release form will follow the student

until entry into another Hamilton County School.

- b. Continue designation of a school level Technology Coordinator at each school and provide school level Technology Coordinators with continuous training in order to keep them abreast of the most current information and trends in the technology area. Training may be obtained locally or from approved organizations such as AMF, New Horizons, Preplogic, etc. The coordinator will also act as a turn-key trainer, with emphasis on the application of media to the learning process, e.g., Compass, Accelerated Reading and Math, and Goals.
- c. Upgrade domain and forest functional levels to 2008 from 2003 to gain additional features and more reliable replication.
- d. Continue implementation of new Skyward features to make the district more cost-effective and efficient, specifically Lesson Planner for teachers, Student Access for students, and TimeOff for all employees.
- e. Continue to provide district-wide uniform technology, both software and hardware, at each school site, utilizing both the school-based LAN and the district-based WAN
- f. Fully leverage the use of technology, particularly computer labs and resource facilities, for providing assistance to academically at-risk students.
- g. Install a wireless network at North Hamilton and South Hamilton.
- h. Continue to provide teachers with a data desegregation solution (GOALS) which is available on the computer desktop.
- j. Provide district staff with professional development opportunities in the area of technology skill enhancement. These opportunities will be provided through online and/or consultant basis.
- k. Continue to provide WAN connections, POT service and/or

VOIP service including long distance service.

Implement the newly purchased Single Sign On program Stoneware to meet LIIS requirements.

- m. Upgrade internet access through the most cost-effective, reliable provider available.
  
- o. Continue to provide network maintenance services with NEFEC.
  
- p. Continue to provide stipends for technology related professional development.
  
- q. Upgrade networking equipment at North Hamilton, South Hamilton, and Greenwood from 10/100 to 10/100/1000 and use POE where applicable to support VOIP service.
  
- r. VLAN IDF's at each school once layer 3 switches are in place to allow more secure and efficient traffic flow.
  
  
- t. Continue to develop our website through our web hosting company, Schoolfusion, to allow for a more consistent, professional looking website that will serve the county and all schools.

- u. Upgrade Internet Connection from to alleviate bandwidth concerns and to prepare for more online state testing options and streaming video.
2. Achieve the following **Priority 2 goals** during the time period, 2012-2013:
- a. In all schools, install a minimum of four modern student computer workstations (a modern computer is Internet and multimedia capable and has been purchased in the last five years) and one combination teacher/student multimedia computer workstation in each classroom, with all workstations connected to the school-wide LAN. The teacher/student workstation provides a fifth student workstation when not being used by the teacher.
  - b. Purchase laptops and projectors for teacher use with Compass and other software programs.
  - c. Continue the migration to a single platform of PCs, eliminating the Macintosh platform at all schools. However, begin implementation of use of dual platform laptops or PC's for Podcast creation.
  - d. Opening of two new, technological state-of-the-art elementary schools.
  - e. Develop and implement guidelines for a school level instructional technology plan for local board approval.
  - f. Provide additional projectors, Elmo's, and other technology equipment for teacher use to increase the use of technology in classroom instruction.

The district priorities for the integration of technology into the educational programs of the district are linked to the mission identified in Section 1. The time line for accomplishment of identified priorities will vary from school to school since the individual implementation status varies among schools at this time. We anticipate that the local school board will not be able to continue to provide a portion of local 2-mill funding, as that funding is allocated to the construction of new schools to supplement the incentive award funding received from DOE each year. Title I funds, special vocational funds and Public School Technology funds have contributed and will continue to support achievement of technology priorities.

Please refer to parts 4 and 5 of this plan for additional information on procurement and funding. A review of parts 4 and 5 will evidence that exemplary local board support and special VTAE and Title I assistance has enabled Hamilton to make comparatively good progress.

Specific priorities at this time coincide with our short term goals and strategies for the 2012-2013 fiscal years and therefore include each of the short term goal/strategy statements listed above. The list may be read as a list of goals/strategies or as a list of priorities.

#### 4. FUNDING PLAN

- 4.1 Identification of major sources of funding for district-wide technology needs. Funding sources should be categorized as recurring or non-recurring

Incentive award funds provided by the Florida Legislature have served as startup money to encourage the local school board to invest in technology. **While all local schools continue to show increased interest in technology implementation, adequate recurring funding sources have not been identified.**

Hamilton must continue to find a way to provide local funds while looking for special funds which may come available. Title I funds, special vocational education funds, special adult education funds and Public School Technology funds have contributed and will continue to support technology needs. **Non-recurring funding sources are essential, but a source of recurring funding must be established to provide appropriate technology.**

To better coordinate and articulate the various funding sources and promote continuing implementation of a coordinated and articulated technology program, the district-wide technology committee must initiate an annual review of all approved special initiatives and projects which assist in funding technology.

- 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.

Any expectation that we can continue the progress needed by simply giving a very low salary supplement to one teacher in each school and continuing a work overload for district TIS staff is unrealistic. Neither the designated teacher in each school nor the TIS staff can satisfactorily meet the current and evolving technology demands and carry a full teaching or full administrative workload in other areas of responsibility. The district's Technology Systems Specialist will provide the leadership and expertise at the district and school level as needed.

Direct connection to the Internet for all schools allows local resources to then

concentrate on technology related to instruction and curriculum. Hamilton, an economically disadvantaged county, must take advantage of all available assistance and has begun utilizing a free service from Google for email and documents.

The continued expansion of networking will result in continued increase in the cost of technical services. Additionally, as we increase the number of computers, we must continue consideration of a district-wide hardware maintenance contract. Extended on-site warranty on labor and parts should be purchased with each computer system. Each school and the district must keep accurate records of expenditures for technical assistance required to implement and operate networks. The District must coordinate technology expenditures from the various projects and other funding sources and accurately track and record funds.

The District TIS Department currently has two staff members – the coordinator and a systems specialist. These two employees assist schools and the district with maintenance and repair, computer configurations and software upgrades, teacher and non-instructional staff training, and higher level network problems. They provide savings and quality enhancement while simultaneously reducing obstacles and frustration.

Much of the perceived need for assistance can be best provided by adequate training of workstation users and network administrators at both the school level and the district level. The evolution of technology will always require that Hamilton secure some technical services from outside the school system including Regional training centers, consortiums, and private business. Adequate training of workstation users coupled with responsible and competent administration at all levels can keep technology costs at a minimum while providing a maximally optimum technology program. Through the implementation of a local training program for both teachers and school level Technology Coordinators, District TIS staff, District Curriculum Coordinators, the Hamilton School District's Technology program will continue to grow and flourish.

As we continue to develop and integrate new technologies, all employees must become more technologically literate and functional. To achieve and continue services which meet the needs of students, all employees must integrate technology into activities which did not previously require such integration. Appropriate inservice training at all levels, for all employees, is an important and significant part of the solution we seek. Excellence will be achieved when all employees are technologically competent and responsible. These employees are expected to be accepting and growing as technology evolves.

- 4.3 Specifically identify the district's planned allocation of funds from the 2012-2013 Public School Technology Fund (PSTF)

The priorities set by the district-wide technology committee are listed in section 3.3 above. The district will provide the district level technology infrastructure required to enable continuing progress by each school. Goals listed in this plan indicate a new school level record that will assist in determining a schools need for PSTF and other technology funding.

The following bulleted paragraphs provide guidelines for the identification of priority technology funding needs, proposal expenditure of technology funding, the allocation of funds, and reporting requirements for funds expended to address priority needs.

- The District Technology Plan is updated and submitted for approval by the school board annually.
- The funds allocated to schools for school technology incentive awards shall support the board approved District Plan and will be used to enhance the use of technology in the instruction of students in the classroom and to enhance the use of technology by students in their educational training.
- These funds may be used for the acquisition of computers, computer peripherals, televisions, videodisc players, networking resources, instructional software or courseware, satellite dishes, technology for the support of special needs students, and other such items, provided those resources will be used for instructional purposes. Additionally, incentive award funds may be used to pay substitute teachers or other costs associated with providing teacher release time for training associated with the award program. Technology funds will also be used to support online lesson plans for teachers, stipends for instructional staff to attend technology professional development opportunities, and to supplement the purchase of technology services from the North East Florida Educational Consortium (NEFEC).
- Local funds provided by the school board may be used for the same purposes indicated in the paragraph above and may also be used for approved retrofit for technology costs. The school board must submit a comprehensive annual report of the use of such funds to the Department of Education. Individual school reports and expenditure/cost records should provide the source data needed to prepare the comprehensive annual report.

## **5. TECHNOLOGY ACQUISITION PLAN**

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

Hamilton County Schools participate each year in the Florida Innovates School Survey covering various aspects of technology. Teachers, Administrators and Staff

personnel also complete needs assessment forms each spring. Also, the district-wide committee members cooperate with the district level TIS coordinator to engage in a continuous learning process designed to identify the most appropriate technologies to meet the goals of the district technology program.

- 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.

A review of the district priorities in Section 3.3 of this plan will reveal the ongoing effort to provide access to grade-appropriate, up-to-date technologies in sufficient quantities to accommodate student and staff needs for instruction and assessment. Compass Learning, READ 180, and Accelerated Reading and Math, to mention a few are wide range programs we are providing for all appropriate grade levels. Local Administrators are not allowed to purchase incompatible or non-approved software or hardware. All Technology purchases are routed through the District TIS Department and Assistant Superintendent for Teaching and Learning Services for approval.

- 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.

Each school conducts an annual instructional technology needs assessment that includes software and hardware needs. Input from teachers, parents, students, community members and the School Advisory Council is obtained during the development / revision of the needs assessments. Finalized needs assessments are reviewed by the District TIS Department and Curriculum Coordinators. Items requested may be purchased with available funds from various areas. All Technology purchases will be approved by the District TIS Department and Assistant Superintendent for Teaching and Learning Services. This will ensure that hardware/software specifications are consistent throughout the district.

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

- Consistency and interoperability with existing and future technology delivery systems,

The concern for consistency and interoperability with existing and future delivery systems is addressed in part 3.3 of this plan.

- Upward migration to emerging technology standards,

As indicated in 5.1 above, the district-wide committee members cooperate with the district level TIS Coordinator to engage in a continuous learning

process designed to identify the most appropriate technologies. At the same time we are always concerned with upward migration to emerging technology standards. We do the best we can with the funds and expertise available and while dealing with a market and rapid change that neither we nor the U.S. Government can control.

- Support and maintenance requirements, Sections 4.2 and 7.1 of this plan addresses support and maintenance concerns. Hamilton County has an online helpdesk. Designated employees (technology coordinators at the school level) make requests for assistance or repair using e-mail. Requests are prioritized by the TIS staff. If work/requests can be done by district staff, time is scheduled. Services are purchased from NEFEC to assist with support and maintenance of technology in the district.

If the work requires a higher level of expertise, the work is outsourced to third parties.

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

A small district like Hamilton looks to FIRN2 and the Office of Educational Technology for guidance. Our district-wide planning process enables ongoing communication relative to purchasing decisions and the TIS Coordinator provides information to assist with purchasing decisions. As indicated in 5.42 above, the TIS Coordinator engages in extensive research and consultation as needed to continue making strategic technology related recommendations and purchasing decisions. All Technology purchases, including software and hardware, must be approved by the TIS department prior to purchase.

## **6. ACCESS**

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

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

The ongoing effort is to provide access for all students and staff. E-Mail and Internet access are currently available via Metro Ethernet lines for NHE, SHE, HCHS, and Greenwood to the demarcation at the JRE Lee Complex. CHE, General Services and J.R.E. Lee Complex are connected with fiber optic cable. The outbound line to Windstream is 30 Mbps. Currently, each school has LAN access to the Sunshine State Standards, curriculum alignment and instructional management software. See Appendix B for network diagram.

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

On-going in-service continues with emphasis on providing access for teachers and students to the best teaching practices and curriculum resources via LAN and Internet direct connection to the World Wide Web. Training is also provided for the software and web-based programs utilized in the district. Student access to Internet resources is now available in every classroom at CHE, HCHS, and NHE, SHE and GWS site.

- Providing access to students with special needs including those students with disabilities.

FDLRS Gateway, located in Jasper, continues to assist all schools with services and access for students with disabilities. Hamilton County also utilizes the ATEN (Assistive Technology Educational Network) for additional resources. Access to every classroom means to all students with disabilities and to students with special needs.

- Providing appropriate access to external instructional service and programming providers, such as public libraries, remote teaching sites, home school connections, online products and other services. Hamilton will emphasize appropriate access to external instructional service and programming providers, such as public libraries, remote teaching sites, home school connections and online products and other services during the 2012-2013 FY. The current on-going effort is to provide access for all students and staff housed in regular school sites and off-campus sites serving adult students and incarcerated youth. Plans are to continue use of the Florida Virtual School for additional curriculum
- Providing access to information for decision making by teachers and administrators.

As explained in part 2 of this plan, teachers and administrators are on the decision making team for technology. Skyward is used to store and process student, staff and finance data. All schools and district administrative

offices and classrooms have computers and printers connected to Skyward through the Internet. Administrative staff and teacher access is based on security assignments and data processing needs at each site or office. The district TIS Coordinator will cooperate to provide special reports or data to teachers and administrators for decision making when needed.

6.2 District acceptable use policy for access to all systems including Internet/world wide web that

- Protect the confidentiality of students.

Confidentiality of student information is maintained by limiting access to authorized personnel with user IDs and passwords. The AS400 and connected computers are located in secure areas. School site file servers are located in secure areas. Student confidentiality is addressed in guidelines II and IV of the Acceptable Use Policy.

- Maintain the integrity of systems, programs and information resources.

UPS and power surge devices are used to protect hardware from electrical problems at both the district and school levels. Kaspersky Antivirus software is loaded on each computer with internet access and its definitions are updated weekly. A district firewall is installed at the demarcation to prevent unauthorized access to the WAN and LANS. FIRM2 provides an encryption device for all administrative information transmitted electronically to DOE. Content filtering is provided by a locally hosted iBoss web filter.

All student, employee, and financial data is housed off-site at NEFEC. Guideline VIII in the Acceptable Use Policy addresses backup of data and information.

- Protect intellectual property rights, licensing agreements and legal/ethical Standards for sharing of resources with other educational entities.

A board approved Acceptable Use Policy and Guidelines for Network Access and Media/Technology Release form have been developed by the District Technology Committee. This document will be posted on the district web site and current resources for update of the document will be continuously sought in order to maintain the Acceptable Use Policy and

Guidelines for Network Access that reflect current case law and legal precedent. This document will be reviewed annually and/or as the legal climate surrounding student confidentiality rights, intellectual property rights, licensing agreements, and legal/ethical standards for sharing of resources change. Policies pertaining to the following areas are also in

effect for users: Acceptable Use Policy, Content Filtering Policy, Florida School Neighborhood Policies and Electronic Mail Policies.

- Access by minors to inappropriate matter on the Internet and World Wide Web.

Access by minors to inappropriate matter on the Internet and World Wide Web is prohibited by the Hamilton County School Board. The Acceptable Use Policy and Guidelines for Network Access addresses this area in Guidelines II, III, and VII. Presently, Hamilton web access is filtered through a Websense proxy server. Students are instructed to notify a teacher or district employee if an inappropriate site is mistakenly accessed. Hamilton County School Board employees will notify school level Technology Coordinator who will notify the Systems Specialist in the TIS Department of an inappropriate site.

- The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications.

If students are presented with information in a monitored setting, they feel is inappropriate, they should notify a School Board Employee immediately. Sponsors of classroom and training accounts are responsible for teaching proper techniques and standards for participation and for guiding student access to appropriate sections of the network. Guideline II, III and IV address the safety and security of minors while using the network.

- Unauthorized access, including so-called “hacking,” and other unlawful activities by minors online.

The Hamilton School Board AUP prohibits attempting to access through the HCSB network any domain, network, service, port, system, host, computer or device without the specific prior permission, authorization or approval of the controlling entity or to impair or damage the operations of computers, networks, terminals or peripheral devices. This area is addressed in Guideline II and IV.

- Unauthorized disclosure, use and dissemination of personal information regarding minors

Impersonating any person or entity, or falsely stating or otherwise misrepresenting your affiliation with a person or entity is prohibited. Unauthorized disclosure, use, and dissemination of personal information regarding minors are prohibited by the Hamilton School Board AUP. All personal information transmitted electronically to DOE is encrypted on both ends. Account name owners shall be responsible for unauthorized access made through their username and password. Use of email and chat

rooms by student users is prohibited. Primary concerns include issues of privacy and copyright infringement. Teachers are responsible for student instruction on proper techniques and standards for participation. Guidelines II, III, and IV in the District AUP address these concerns.

- Measures designed to restrict minors' access to materials harmful to minors.

In accordance with the Children's Internet Protection Act (CIPA), all HCSB web access is filtered for content through the Websense proxy server; however, this does not preclude the possibility that inappropriate sites are not blocked. If a student accesses a site they feel is inappropriate, they should immediately notify their teacher. Hamilton County School Board employees will notify school level Technology Coordinator who will notify the Systems Specialist in the TIS Department of an inappropriate site.

6.3 A Technology Protection Measure is a specific technology that blocks or filters Internet access.

It must protect against access by adults and minors to visual depictions that are obscene, child pornography, or-with respect to use of computers with Internet access by minors - harmful to minors. It may be disabled for adults engaged in bonafide research or other lawful purposes. The Hamilton School Board has implemented a technology protection measure that blocks or filters Internet access via the Websense proxy server

Internet requests are sent from the district firewall to the Websense proxy server where it is reviewed based on a number of categories and keywords and either blocked or allowed.

Access to web sites that have been identified as providing inappropriate content will be blocked. This determination is based upon various content categories.

Content identified as inappropriate includes:

- adult-oriented material
- extremist-militant material
- racist or hate-oriented material
- incitement of resistance to or insurrection against lawful authority (seditious material).

Blocked categories include:

- Adults Only: Material labeled by its author or publisher as being strictly for adults.

- Hate / Discrimination: Advocating discrimination against others based on race, religion, gender, nationality, or sexual orientation.
- Illegal: Advocating, promoting, or giving advice on carrying out acts widely considered illegal.
- Porn Site: Material intended to be sexually arousing or erotic.
- Sex: Images or descriptions of sexual activity, sexual merchandise or sexual fetishism.
- Violence: Graphic images or written descriptions of wanton violence or grave injury.
- Nudity.

Exception Categories – These categories below are used to allow access to sites that may be otherwise blocked by one of the other categories above:

- Education: Material under another category that has educational value.
- For Kids Sites: Sites that are designed specifically for kids.
- History: Material under another category that has educational value
- Medical Material: Material under another category that relates to the study or practice of medicine.
- Moderated: A “Message/Bulletin Board” or “Chat” site that prevents offensive material from being spoken.
- Text / Spoken Only Material: Material under another category that is strictly verbal.

If users have discovered a site they feel contains inappropriate materials, or if they feel a site has been blocked in error, Hamilton County School Board employees will notify school level Technology Coordinator who will notify the Systems Specialist in the TIS department of an inappropriate site. Users are asked to provide the URL of the site in question and their comments pertaining to whether this site should be allowed or blocked.

## **7. USER SUPPORT PLAN**

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

The district employs a TIS Coordinator to manage the district level administrative and instructional networks with the assistance of a Systems Specialist employed by the district. The implementation of Microsoft operating systems on desktops and servers with Terminal Services provide for centralized network management.

The District-Wide Technology Committee understands that local taxpayers can't finance duplication of effort and unnecessary user support and network management burden. However, the committee also recognizes that quality support for end-users and network management must be provided. The committee is working to upgrade the end-user competence so that support cost incurred are legitimate and not a result of inadequate end-user training. Please refer to part 4.2 of this plan for additional comments regarding network management and end-user support.

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

### **7.3 The district has considered a system-wide maintenance agreement for all computer equipment but to date the cost is prohibitive. Additionally, available contracts are for a single platform. We have both PC and MAC/Apple platforms, but are in the process of migrating to a single PC platform. When contracted equipment maintenance price levels justify the cost, we will negotiate a district-wide maintenance agreement. Until then, the district will continue to fund replacement, upgrades, and maintenance from various funding sources to include grants and local funds and enter into a maintenance contract only when a contract appears cost justifiable. Maintenance and repair services not covered under user warranty will be acquired through contracted services. In a rural area like Hamilton, we find that purchase of a 3-year on-site parts and labor warranty at the time we purchase a computer is a comparatively good expenditure. We will continue to evaluate this by doing the math as we increase the total computer count. An up-front repair and maintenance cost at the time of purchase appears to be the solution. We will give consideration before we enter into a district-wide contracted maintenance contract. This approach also allows us to contain cost by providing quality end-user training.**

## **8. STAFF TRAINING PLAN**

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

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

Software will be purchased to support current needs identified in School Improvement Plans. As goal B of this plan indicates, schools will also cooperate to purchase software that integrates and articulates curriculum. See section 5.2 for information on acquisition of software usable by students with the widest range of abilities.

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

The school level Technology Coordinator conducts training at the school level and also, in cooperation with the District In-Service Coordinator, provides other technology training at his/her school. The school level coordinators invite personnel from other schools to maximize participation when training is provided at a given school. Additionally, to promote district-wide achievement of the goals and objectives stated in this plan, the district curriculum coordinators administrate funds and planning to provide for visitations, conference and workshop attendance, and other training made available to all schools and to district-level support staff. The local adult education program, Valdosta State University, Florida Information Resource Network (FIRN2), NEFEC, and New Horizons provide appropriate technology training. Additionally, the district TIS Coordinator and district curriculum coordinators distribute information to each school when appropriate training is available from a variety of providers.

- District-level coordination of training and support.

The District-Wide Technology Committee will continue its usual functions and will also seek to:

1. Coordinate the flow of technology related information from the district to communicate that information to individual schools; and
2. Revisit, evaluate, and update the District-Wide Technology Plan annually; and
3. Participate in training to continuously update technology skills and awareness of current technology trends; and
4. Annually revisit, evaluate, and plan district-wide technology in-service training activities; and
5. Annually revisit the design and content of Technology In-service components and update these components as needed to continuously provide appropriate in-service components for Technology training.

- Ensuring adequate facilities, instructors, materials, equipment, and funding

for staff development.

Currently, the district utilizes the labs available in the various schools, vendor provided trainers, and contracted services to supplement training provided as described above.

- Identification of technology based staff development training delivery systems that minimize the time that teachers are away from the classroom and delivery of training in the most cost effective manner.

Delivery systems are described in 8.1 above. Each school level Technology Coordinator has been provided with computer and print based learning tools. The district will continue to utilize a cooperative effort of the District Coordinator of In-Service Training and District TIS Coordinator working with the School Level Technology Coordinators and, the School Level In-Service Contacts and the District-Wide Technology Committee to assess needs and coordinate delivery of training.

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

- A. Hamilton County School Board Web Site
- B. Office of Educational Technology
- C. Technology Training Systems
- D. Hamilton School Board Local Technology Training Program
- E. Adult Education Program
- F. North Florida Community College
- G. Valdosta State University
- H. Astronauts Memorial Foundation
- I. North East Florida Education Consortium
- J. Synergistic Frameworks
- K. Florida Diagnostic Learning Resources
- L. Compass Learning Corporation
- M. New Horizons Learning Center
- N. Florida Department of Education Web Site
- O. Florida Information Resource Network (FIRN2)

## 9. PROGRAM EVALUATION

9.1 A description of the process for on-going evaluation of how the technologies acquired are:

- Being integrated into the school curriculum.

The District-Wide Technology Committee will recommend evaluation methods and review the technology plan as needed. The committee will update and revise the plan as they see the need. Currently, the emphasis is on Internet usage and integrating technology into the curriculum. The District has implemented a District-wide program utilizing Compass Learning software for each elementary school. Each individual school selects additional software programs, if needed, considered most appropriate to meet the program needs at each school site and the teachers and students at each school evaluate the software. Teachers search for programs that may lead to success in particular academic areas or grade levels as well as programs which may meet the needs of the total school. Local Administrators are not allowed to select or purchase incompatible or non-approved software for school sites.

Currently, software previews consider user friendliness, correlation to specific areas of study and Sunshine State Standards for particular areas, learner outcomes achieved, and management time required to use the software. Site visitations and recommendations from schools using programs are helpful in evaluation of software programs. The Annual Florida Educational Technology Conference and other conferences provide local teachers an opportunity to participate in vendor and teacher presentations and showcases from other school districts. Conferences and site visitations provide for interviews and recommendations from schools using a variety of software programs.

- A. Alignment of the Sunshine State Standards with FCAT Benchmarks;
- B. Providing timely and accurate information on individual student learning performance and improvements;
- C. Enabling teachers to electronically share best teaching strategies and innovative instructional methods that connect standards and assessment to student improvements;
- D. Providing parents, students, teachers and school administrators and the community with timely and easy to read individual student progress reports;

- E. Providing a model for uniform and consistent assessment at the classroom and school district levels which results in increased reporting reliability on student progress; and
  - F. Providing teachers and school officials with necessary instructional management tools.
- Affecting student achievement and progress toward meeting the educational goals of the Sunshine State Standards.

Classroom teachers will assess such areas as technical literacy, content knowledge, behavior, and intrinsically motivated independent learning. Teacher assessments will include standardized tests, performance-based assessments, portfolio, presentations, and students' self-evaluation.

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

Technology is an area that is ever-changing, as are the students and staff in the Hamilton School District. The District Technology Committee will conduct an annual review of the technology plan, along with input from each school technology committee. By staying abreast of current methods and trends in technology, the Hamilton Technology Department can ensure that our mission to promote the effective use of technology to implement the Sunshine State Standards to improve student performance of all students is achieved.

## **10. E-RATE TECHNOLOGY PLAN ADDENDUM**

### **10.1 Telecom Services, Internet Access & Internal Connections:**

1. A form 470 has been submitted for funding year 2012-2013 for the following:
  - a. 100 Hours of Tech Support for Eligible Services
  - b. Web Hosting for County Office and Schools Webpage
  - c. Hosted Email Service for County Office and Schools
  - d. 30 Mbps Internet Connection
  - e. Contingency in lieu of VOIP Upgrade
  - f. Metro E Connection to Schools
  - g. Local and Long Distance for HCHS, NHE, SHE, and GWS
  - h. PRI Connection for VOIP Phones
2. A form 471 has been submitted for funding year 2012-2013 for the

following Priority 1 items:

- a. WAN Connection for Schools
  - b. Centrex Telephone Service
  - c. Internet Access
  - d. Email
  - e. Web Hosting
  - f. VOIP
3. A form 471 has been submitted for funding year 2012-2013 for the following Priority 2 items:
- a. Basic maintenance agreement for existing network equipment

#### 10.2 Goals and Strategies:

1. Provide the maximum speed and band width for student and staff computer use. See 6.0 of the District Technology Plan.
2. Provide up-to-date servers for school sites to ensure the highest quality performance of software and services.
3. Provide classroom level telephone connection at the school sites.

#### 10.3 An Assessment of the telecommunications services, hardware, software, and other services:

The TIS Department will assess the connectivity and reliability of the network. This will be accomplished through continuous monitoring of the network and school sites. Any upgrade needed will be submitted to SLD for future funding consideration.

#### 10.4 Professional Development:

See Staff Training Plan 8.0.

#### 10.5 Budget:

See Funding Plan 4.0.

#### 10.6 Monitoring and Evaluation:

See Program Evaluation 9.0.

## HAMILTON DISTRICT INSTRUCTIONAL TECHNOLOGY COMMITTEE FY 2012-2013

| NAME                         | TITLE  | ADDRESS  | PHONE #  |
|------------------------------|--|--|----------|
| Miss Annie Pinello           | Principal  | South Hamilton Elementary School, 16693 Spring Street, White Springs, FL 32096 | 397-4403 |
| Mrs. Brenda Gaddy            | Principal  | North Hamilton Elementary School, 1291 Florida Street, Jennings, FL 32053      | 938-1408 |
| Mrs. Lee Wetherington-Zamora | Principal  | Central Hamilton Elementary School, 553 Chan Bridge Drive, Jasper, FL 32052    | 792-6532 |
| Mr. Louis Daniels            | Technology Coordinator/Teacher                           | South Hamilton Elementary School, 16693 Spring Street, White Springs, FL 32096 | 397-4403 |
| Mrs. Pam Hendrick            | Technology Coordinator/Teacher                           | North Hamilton Elementary School, 1291 Florida Street, Jennings, FL 32053      | 938-1408 |
| Mrs. Casi Burnett            | Technology Coordinator/Teacher                           | Greenwood School, 6183 N.W. U.S. Hwy. 41, Jasper, FL 32052                     | 792-6591 |
| Mrs. Jan Hunter              | Systems Specialist                                       | Hamilton School Board, 4280 SW CR 152, Jasper, FL 32052                        | 792-7824 |
| Mrs. Regina Jordan           | ESE Coordinator  | Hamilton School Board, 4280 SW CR 152, Jasper, FL 32052                        | 792-6516 |
| Mrs. Trixie Bennett          | Technology Coordinator/Teacher                           | Central Hamilton Elementary School, 553 Chan Bridge Drive, Jasper, FL 32052    | 792-6532 |
| Mrs. Cheryl Smith            | Technology Coordinator/Teacher                           | Hamilton County High School, 5683 US HWY 129 S, Jasper, FL 32052               | 792-6540 |
| Mr. Rex Mitchell             | Assistant Superintendent, Teaching and Learning Services | Hamilton School Board, 4280 SW CR 152, Jasper, FL 32052                        | 792-6571 |
| Mr. Wanda Law                | Principal  | Hamilton County High School, 5683 US HWY 129 S, Jasper, FL 32052               | 792-6540 |
| Mrs. Carol Milton            | FDLRS Project Director                                   | Hamilton School Board, 4280 SW CR 152, Jasper, FL 32052                        | 792-2877 |
| Mrs. Evelyn Davis            | Administrative Assistant, Teaching and Learning Services | Hamilton School Board, 4280 SW CR 152, Jasper, FL 32052                        | 792-6529 |
| Mr. Adam Walker              | TIS Coordinator  | Hamilton School Board, 4280 SW CR 152, Jasper, FL 32052                        | 792-7825 |

# HCSB Network Diagram

