School Board of Levy County 2012-2015 Technology Plan
Effective Dates July 1, 2012 - June 30, 2015

MISSION STATEMENT

The mission is to maintain and enhance the quality of learning and increase the effectiveness of teaching through the application of appropriate learning technologies. Equitable access to technology by all learners, professional development and preservice education, and integration of technology are goals endorsed by the Levy County School District. By promoting the effective and appropriate use of learning technologies the District is continuing to work to meet the need of the future.

Technology is visualized as a means for enhancing and broadening the learning opportunities for Levy County's students. It is seen as a method for improving student achievement by allowing students to become actively engaged in a learning process where their natural curiosity and creativity are supported. Students will become familiar with the use of advanced technology, not only as a tool for learning during their school careers, but as a tool for retraining or learning new skills in the future. Increased access to data bases presently available through computer networking is necessary to expand their understanding of the world around them and prepare them to take their places as leaders of the twenty-first century.

Appropriate use of technology is a means for improving the preparation of students entering the technology and information age. The primary goal is to prepare lifelong learners, who despite significant changes in the world around them, will be able to access and use the technology tools available to them and succeed in life. It is our vision to use technology as a bridge to expand our students' horizons and provide opportunities only dreamed of in the past.

1.1 Promoting the effective use of telecommunications and information technology to implement the Sunshine State Standards to improve performance of all students

Once fully implemented the establishment of the WAN throughout Levy will bring about positive changes in the manner and mode by which instruction is delivered. Our vision in Levy is to expand the resources available to teachers and children throughout our rural communities so as to develop students into independent, self-directed learners who value themselves and others and who are able to solve problems, think critically, communicate and compete in the technology and information age. The ability to network our schools for technology will provide the opportunity of integrating technology into all phases of the curriculum and open avenues of learning not only for our students, but for faculty, staff, and parents as well. As part of this effort the district will be replacing its older software over a three to four year period with instructional software keyed to the Next Generation and Common Core State Standards. This in turn will improve the performance of all students and will facilitate our implementation of Next Generation and Common Core State Standards throughout the district. .

As of July 1, 2011, the Levy District Network (Levy DAN) and Levy Internet connection are provided through the Florida Division of Management Services (DMS) under MyFloridaNetwork (MFN). Through the expenditure of E-RATE and district funds, all of Levy's school sites are connected back to the district level by 10 MB to 25 MB MFN Fiber connections, and the district in turn runs at 300 MB through this same MFN fiber connection. Plans are to continue to upgrade our WAN. Our objective is to provide access electronically to all information required for the entire curriculum. That information may be in the format of text, graphics, digital audio, video, or all of these.

Positive impact on teaching:

1. Networking will allow more efficient communication within the school, as well as with

outside sources, allowing limitless access to information and assistance.

2. Teachers will be able to use the network for record keeping and collaborative planning, thus providing more time for individual student instruction.

3. The use of technology will allow teachers to provide instruction to the whole class, small groups, or an individual at a variety of levels.

4. Paperwork will be reduced significantly.

5. Teachers will become facilitators, mentors, expert resources, and counselors in the classroom.

6. Observational data will be collected more systematically.

7. Teachers will be able to share their expertise with student teachers, each other, other classes, and other schools worldwide.

8. Encourage the prevalent use of tablet technology by teachers.

9. The use of technology will allow teachers to provide instruction using digital content such as electronic textbooks.

Positive impact on learning:

1. Students' time on task will increase with the anticipated improvement in student attitudes toward learning.

2. There should be an enhancement in self-image and a significant reduction in discipline problems due to a higher level of student involvement in the learning process.

3. Students will become managers, users, synthesizers, and manipulators of information rather than memorizers and collectors.

4. Students will learn in a risk-free, safe, controlled environment through the use of simulated experimentation, which brings real world situations into the classroom.

5. Students will be afforded the opportunity to expand beyond their rural community, both educationally and culturally, through interaction with outside sources.

6. Students will experience text, audio, graphics and video thereby addressing all learning modalities.

7. Students will access a variety of resources in order to solve problems cooperatively.

8. Students will become interactive learners.

9. Students will become more efficient and effective communicators in all areas of learning through the use of technology.

GENERAL INTRODUCTION/BACKGROUND

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

District Profile

Levy County remains rural with vast, open wooded areas, springs and rivers, and more than 50 miles of coastline on the Gulf of Mexico. Commercial fishing in the Yankeetown-Inglis and Cedar Key areas is an industry grossing over 2.5 million yearly. Timber and other forest resources comprise approximately 500,000 acres, and forestry is an industry of more than $7 million a year in the county. There are over 40,000 head of beef cattle and calves in the county. Three commercial dairies are located in the county. Agriculture in the county is diversified, with the principal crops grown being corn, peanuts, grain and sorghum. Principal truck crops include watermelon, cucumbers, squash and peppers.

There are five communities in Levy with schools that serve a student population of approximately 5,800 students in grade Pre-K through twelve. Bronson, Levy's county seat, serves as a "bedroom community" for the city of Gainesville 25 miles to the east. Williston serves as a "bedroom community" for two communities, Gainesville twenty miles to the northeast and Ocala approximately the same distance to the southeast. Chiefland is an agricultural community located in northern Levy county on US 19 (The Georgia Florida Parkway). Cedar Key, located on an island in the Gulf of Mexico, has a K-12 school which has been designated as an isolated school. Yankeetown, also located on the Gulf in southwest Levy County, transports its high school students to Dunnellon High in Marion County. This is because of the distance it is located from the nearest Levy community with a high school. Levy has a total of 12 school sites located in the five communities. We also have located within the district two charter schools both in Chiefland.

2.2 <u>Planning Process</u> - Provide a description of the technology plan development process to include but not limited to:

-Development of partnerships with community, business and industry, and

NEFEC - Northeast Florida Educational Consortium

The mission of the North East Florida Educational Consortium is to help member districts cooperatively meet their educational goals and objectives by providing programs and services that individual districts would not be able to provide as effectively or as economically when acting alone.

Through this association, the district has been able to cooperate with its staff and member districts to access services not otherwise available.

In conjunction with the NEFEC Technology Advisory Council through NEFEC, our district will receive information on policy research and share policies and best practices with NEFEC member districts.

FDLRS – Florida Diagnostic and Learning Resources System

The Florida Diagnostic and Learning Resources System is a network of state and federally-funded centers throughout the State. Support services are provided to exceptional student educators, children, parents, and community agencies. FDLRS / Springs assists any stakeholder interested in the educational needs of exceptional children in Alachua, Citrus, Dixie, Gilchrist, Levy, and Marion Counties.

The proposed objective will be achieved in cooperation with the Northeast Florida Educational Consortium (NEFEC). This entails the establishment of direct Internet connectivity from all school sites to the Internet, the MyFloridaNetwork, and the SKYWARD Student and Business software solutions located in Palatka, Florida.

Articulation agreements have been established with College of Central Florida in the areas of Agriculture, Business, Health Sciences and Public Services. We also have an articulation agreement in the areas of Building Construction Technology, Graphic Design, and Health Sciences with Santa Fe College.

-**Integration of technology in all areas of the curriculum, ESOL and special needs including students with disabilities.**

All children who attend Levy County Schools will benefit from technologically enhanced learning. Distance learning will be incorporated as the infrastructure at each school site is modified to make it possible. Self-pacing will optimize learning for all students who have been identified as academically gifted or talented, those with special needs and those who speak English as a second language. With the increased capacity for sharing best practices, which produce the best results, we will be ensuring a more progressive, productive curriculum for our students. The network version of Rosetta Stone, English levels 1-5 have been installed for ESOL students. In addition, the web-based Reading Assistant program, through FastForword, has been installed on a server in the district office and serves as an additional tool for ESOL students. The Kurzweil 3000 program are installed on numerous computers at each school and it serves as tool for our students with disabilities. These programs are accessible at all schools.

Planning Process

This plan was the result of collaboration between the Instructional Support, Finance, MIS, and Instructional Technology departments and program directors, and our partners at NEFEC. Special Instructional Programs and Assistive Technology also contributed. The key component of this plan was to incorporate within this framework the many simultaneous projects that are ongoing and planned for this district. Another cornerstone of this document will be to bring together the focus of these departments to enable them to work under a set of standards and guidelines and facilitate the smooth progression of technological integration.

The Northeast Florida Education Consortium has established a regional technology committee to which Levy sends representatives. The Director of MIS/Technology along with the Coordinator of MIS/Technology attends meetings of the NEFEC Technology Advisory Committee (NTAC). Through its participation in this committee Levy receives information on policy research and shares its policies with other NEFEC member districts. The NTAC meets quarterly to share information and address issues related to district technology needs. One of the purposes of this committee is to develop standards and guidelines for technology usage among NEFEC districts. Through this effort we accomplished the transition to a WAN environment.

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

Levy County has a collaborative relationship with College of Central Florida. College of Central Florida is the adult literacy service provider in Levy. We have a branch campus in Chiefland which offers opportunity for GED graduation. College of Central Florida also offers a regular high school diploma option.

Needs Assessment/Goals

***3.1 A description of the information-based processes (Florida Innovates Survey participation, etc.) used for determining district instructional and administrative telecommunications and technology needs*.**

Information Based Processes

Input is solicited from the various technology groups active in Levy County in an effort to determine district instructional and administrative technology needs. Information is gathered from principals, district personnel, and regional representatives in an effort to make wise decisions concerning our implementation of technology in Levy. A survey of existing technology is done once a year in order to get an overall view of what technology is in use at all school sites and plan for the future. In the 2010-2011 school year, approximately $800,000 was spent for computer replacement/upgrade and the building of computer labs. For 2012-2013 school year, money was set aside through Race To The Top Grant for two mini-computer labs at Bronson High School. We also use the information gathered through the state level Technology Survey, when making decisions.

Input is received from instructional and administrative staff, historical maintenance data, the Florida Innovates Surveys, school improvement plans, the District Advisory Council, technology grant applications, student database requirements to determine and prioritize district needs for instructional and administrative telecommunication and technology.

3.2 Identification of telecommunications services and technology infrastructure, equipment (hardware), assistive technology, programming, software, technical support, and training needs.

Services and Infrastructure

At this point in time the Chiefland schools, Bronson schools, and district office have SUNCOM/CENTREX telecommunications service. We have not been able to extend this valuable asset to the Williston schools, Cedar Key, or Yankeetown. This is provided through the Florida Department of Management Services who's been invaluable in saving telecommunications costs and in providing easy connectivity to state level offices and district school boards.

All fourteen of Levy's school sites have CISCO routers and are tied back to the district office where we have a content filter appliance (iBoss) that filters Internet connectivity. This filter makes us compliant with the Child Internet Protection Act (CIPA).

The district office currently has one 100 MG connection out to the Internet. This was installed in 2011 as part of the migration from AT&T to MFN. These services need to be maintained for connectivity to the DOE database, the Northeast Florida Educational Consortium, and online services supplied over these connections.

Our 2010 Microsoft Exchange mail server is also at the district site. Faculty and staff have e-mail accounts through this server. We currently operate a Microsoft 2008 Domain and operate our own web server at the district level. We currently have a web server that hosts the district and school web pages. Each of our 12 regular schools has a Domain Controller at the school site for domain services.

We have school wide LANs established at all of Levy's regular school sites. All schools have LAN's currently running at 10/100/1000 on a GIG backbone with up to a GIG to the classroom wall.

All schools have school-wide LAN's and run many academic applications. All schools have the ability to do online testing such as FCAT, FAIR, EOC, PERT, and Industry Certifications.

Bronson Elementary has 15 classrooms connected to its LAN by fiber. This allows each of these classrooms to have seven drops plus the potential for 14 (if additional fiber is terminated). Eight newer classrooms have 4 category 5 drops per classroom. The remaining classrooms in

the school have 7 category 5 drops. This school has a GIG Backbone to the Classroom wall established through the E-RATE process during the summer of 2007. This school is eligible for funding at the 90% level through the E-RATE process.

Bronson Middle/High has moved to a new facility and has five drops per classroom on a 10/100/1000 LAN. This school is eligible for funding at the 90% level through the E-RATE process.

Cedar Key School had fiber drops in all classrooms except four in a newer building erected during the summer of 2000. This newer building has four category 5 drops per classroom. The main high school building at Cedar Key burned down in February 2002. A new high school building has been built with category 5 connectivity throughout and is tied back to the original LAN by fiber. This new building was occupied in November 2003. The older elementary classrooms now have fiber with 7 drops and the potential for 14. This school needs additional software to meet its students' needs. This school has a GIG Backbone to the Classroom wall established through the E-RATE process during the summer of 2007. This school is eligible for funding at the 80% level through the E-RATE process.

Chiefland Elementary has fiber drops in all classrooms, has 7 drops and the potential for 14 in the future. This school needs additional software to meet its students' needs. This school has a GIG Backbone to the Classroom wall established through the E-RATE process during the summer of 2007. This school is eligible for funding at the 80% level through the E-RATE process.

Chiefland High School has fiber drops in all classrooms, has 7 drops and the potential for 14 in the future. This school has a GIG Backbone. This school is eligible for funding at the 80% level through the E-RATE process.

Chiefland Middle School has fiber drops in all classrooms, has 7 drops and the potential for 14 in the future. This school needs additional software to meet its students' needs. This school has a GIG Backbone to the Classroom wall established through the E-RATE process during the summer of 2007. This school is eligible for funding at the 80% level through the E-RATE process.

Hilltop Alternative School runs three labs. This school has a GIG Backbone to the Classroom wall established through the E-RATE process during the summer of 2007. This school is eligible for funding at the 80% level through the E-RATE process.

Joyce Bullock Elementary School has fiber drops in all classrooms except four in a newer building erected during the summer of 2000. This newer building has four category 5 drops per classroom. Classrooms with fiber runs have 7 drops and the potential for 14 in the future. This school has a GIG Backbone to the Classroom wall established through the E-RATE process during the summer of 2007. This school is eligible for funding at the 90% level through the E-RATE process.

Nature Coast Middle School is a charter school that opened for the 2006-2007 school year. They initially established a T1 Frame Relay connection along with a router. They migrated to METRO-E along with the rest of the district in July 2007. They are now part of the MFN network along with the rest of our schools. They also need to purchase a Domain Controller. In the future (Year 11 and beyond) internal connections needs will be applied for through the E-RATE process until funded or replaced locally.

Summit Academy New Path Academy has changed its name to Summit Academy and relocated to the same school site as Hilltop Alternative, but maintains it own school identity. It

shares an MFN circuit with HTA. The school is eligible for funding at the 90% level through the E-RATE process.

Whispering Winds Charter School migrated to METRO-E in July 2007 and established a 10/100/1000 LAN during the summer of 2007. They are now part of the MFN network along with the rest of our schools. They also need to purchase a Domain Controller. Whispering Wind ran fiber between building and establish a 10/100/1000 LAN under the Year 10 E-RATE process. This school has a GIG Backbone to the Classroom wall established through the E-RATE process during the summer of 2007. They are eligible for funding at the 90% level through the E-RATE process.

Williston Elementary School is wired with four category 5 drops per classroom. It currently needs additional software to meet its students' needs. This school has a GIG Backbone to the Classroom wall established through the E-RATE process during the summer of 2007. This school is eligible for funding at the 80% level through the E-RATE process.

Williston High School has fiber drops in all classrooms, has 7 drops and the potential for 14 in the future. This school has a GIG Backbone. This school needs additional software to meet its students' needs. This school is eligible for funding at the 80% level through the E-RATE process.

Williston Middle School has fiber drops in all classrooms, has 7 drops and the potential for 14 in the future. This school needs additional software to meet its students' needs. This school has a GIG Backbone to the Classroom wall established through the E-RATE process during the summer of 2007. This school is eligible for funding at the 80% level through the E-RATE process.

Yankeetown School has 4 category 5 drops per classroom. This school needs additional software to meet its students' needs. This school has a GIG Backbone to the Classroom wall established through the E-RATE process during the summer of 2007. This school is eligible for funding at the 90% level through the E-RATE process.

SUNCOM services though the Florida Division of Management Services are used by the Bronson and Chiefland educational sites including the district office in Bronson. We are looking at migrating to a Voice over IP phone system at the district office and at the schools, now that we have migrated to MFN.

Equipment

A need-based model will be used to develop projections and priorities concerning disposition of resources for upgrades and expansion. District funding for infrastructure will be dispersed on an as-available basis. The District will also take advantage of opportunistic funding to support and develop District infrastructure.

Assistive Technology

The Exceptional Student Education/Student Services Department, in partnership with FDLRS, provides appropriate assistive technology to students with special needs. The MIS/Technology Department provides appropriate support and planning as requested.

Programming – Educational Materials and Media

Each school maintains its own inventory of educational technology and media including televisions, VCRs, DVDs, overhead projectors, LCD projectors, and laptops. Many classrooms have been updated with projector systems that include document cameras and are connected to the teacher's

computer station. Also located at each school is the software used in that school's classrooms. Additions to this inventory are added as determined by needs.

The student workstations at each school have a standard set of programming with additional programming installed as determined by planned use. For teachers, an electronic grade book/attendance program that is linked to a district database is installed along with email and productivity software. Please refer to Section 3 for more details on goals for standardization.

Replacement

Throughout the district much of the older technology in use has been replaced, and is being replaced. In most cases the lower level machines remaining are machines purchased with federal funds. District funding for technology replacement will be dispersed on an as-available basis. The District will also take advantage of opportunistic funding to enhance technology as areas of need arise.

Training

In order to generate a more classroom-focused approach to training needs fulfillment, the District has sought to include funding for training in any proposal that includes hardware or software for the classroom. Any contract with a vendor for the purchase or lease of hardware or software for the classroom is scrutinized for the inclusion of professional development training in the total cost.

Support Needs

The district is "Data Driven" and needs a reliable, fast infrastructure. In keeping with that goal in mind, all new equipment is purchased with an appropriate support package to lessen the burden on district support staff. Proper documentation through our helpdesk program will allow the district staff to track problems and establish a protocol for predicting and dealing with recurrent problems. We have initiated the installation of "Freeze" technology on student desktops and laptops where needed to provide additional control and protection of these assets.

Increasingly greater numbers of students, teachers, and administrators bring smart, network aware devices into the coverage area of the District's network. This puts ever greater pressure on the District to be constantly upgrading and expanding the safety and efficiency of the network.

Needs

During the 2010-2011 school year, approximately $800,000 was spent for computer replacement/upgrade and the building of computer labs. This has enabled us to replace machines with new machines rather than refurbished machines.

The continued contracting for technology in-service and maintenance with NEFEC is needed.

Funds for the continued support of our Internet content filtering system are needed. This amount is about $7,800 per year maintenance fee.

The continuation of funding for district wide computer technician positions is needed. These positions handle such needs as technology troubleshooting, repairs, LAN installation, and day to day upkeep of Levy's network. At present these two district technology technicians take care of over 3,500 computers and 30 instructional labs. This amount currently is approximately $97,000 per year.

E-RATE funds for the establishment, expansion or upgrade of LANs where needed (see the listing by schools above), and the continuing cost of the Levy DAN and Internet connectivity.

The purchase of network equipment to replace older technology so schools will be able to use newly installed LANs and servers to access the Internet.

District-wide and school site licenses for instructional software.

Updating and/or merging our current phone system to utilize a more cost-efficient Voice over IP solution.

Developing the infrastructure and procuring the necessary software to support the use of virtualization technology at the server level at all of our schools.

Expanding the use RAID based backup solutions in the district office and at all of our schools.

3.3 District Technology Goals:

Because of Levy's wide geographic area, its many school sites, and the difference in the level of funding provided through grants, DOE funding, and local funding, Levy's level of technology usage varies from school site to school site. Through the use of local funds, and Federal E-RATE funds, we have been able to establish school-wide LAN's at all school sites. We are now faced with the need for additional resources and/or upgraded resources on these LAN's. This is reflected in the needs listed by school under 3.2 in this document. It entails the need for upgraded network equipment, additional workstations in classrooms, additional software licenses, and training for the incorporation of technology into the curriculum.

Priorities

Long Term Goals

1. Ensure that all students and educators continue to have equitable and effective access to technology during and, as appropriate, beyond the school day.

2. Constantly improve the infrastructure that provides state-of-the-art video and data access to the point of learning.

3. Enhance long-term technology-related professional development efforts to enable all educators to implement and model future educational technology standards as established by this District and the Florida Department of Education.

4. Optimize learning and program effectiveness by using the needs assessment tools to anticipate support needs and providing fresh technology integration resources.

5. Utilize a variety of formal and informal assessment tools to ensure the effective utilization of technology resources by both educators, students, and the community.

6. Maximize integration of district technology resources through continued efforts to standardize network, hardware, software, and application assets.

7. Increase the use of electronic communications with staff, parents, and community by all students and educators as appropriate by utilizing the potential of the District and School websites.

8. Establish standards for web-site design and maintain oversight of school/facility presence on the Internet.

9. Take advantage of the many uses of in-house web-based tools such as curriculum tools, FAQ pages, and class outlines/assignments.

10. Establish a shared pool of technology resources for all District staff.

Short Term Goals

1. Continued funding for our current district wide computer technician positions.

2. Continued funding of the Internet content filtering system at the district office for CIPA compliance.

3. Continued funding of our enterprise class anti-virus program.

4. The expansion of the use of MyDistrict Virtual School courses hosted by NEFEC.

5. Funding for Levy DAN and Internet connection through MFN in the future under E-RATE.

6. Migrating or merging our current phone system to a more cost-efficient phone system that utilizes Voice over IP.

7. The expansion of the infrastructure and procurement of the necessary software to support the use of virtualization technology at the server level at all of our schools.

8. The expansion of RAID based backup solutions in the district office and at all of our schools.

9. Ensure that all students and educators have equitable and effective access to technology during and, as appropriate, beyond the school day.

10. Develop an infrastructure that provides state-of-the-art video and data access to the point of learning.

11. Raise student performance, motivational levels, and district-wide assessment scores through effective use of data warehouse technology.

12. Increase percentage of teachers and staff taking advantage of technology-related professional development activities.

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

Strategies

1. Monitor and evaluate bandwidth usage on a school by school basis to determine future bandwidth needs. After determining these needs, we will request additional bandwidth to be funded through E-RATE.

2. The continued upgrading/replacement of workstations in each classroom or learning area.

3. We will continue to provide funding for the district wide computer technician positions.

4. Over the next three years we will try to shift our current phone system to Voice over IP.

5. The application for E-RATE funding for upgraded replacement Domain/DHCP servers at each school and the upgrading of internal connection equipment at each school.

FUNDING PLAN

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

Major Sources of Funding

The major sources of recurring funding for technology include the following:

Capital Projects

Instructional Technology Fund (project 18340 - for repair)

Federal - IDEA Fund

Federal – Title Programs

A portion of our ESE allocation (ESE Director coordinates this fund)

A portion of our vocational allocation (Vocational Director coordinated)

Non-recurring funds include the following

Scheduled Computer Replacement Fund (Capital outlay)

E-RATE telecommunication refunds

E-RATE internal connection awards (non-discounted charges paid out of Capital outlay and/or E-RATE telecommunication refund funds).

4.2 **Documenting (to the extent practical) a sufficient budget to acquire, support, and maintain essential hardware, software, professional development opportunities, and other services needed to implement strategies identified for improving educational services.**

2011-12 Budget

Project Number	Short Description	Amount
10030	School House Budget	1,694.81
14990	E-Rate	6,039.97
17800	Transportation	2,373.22
39773	Capital Projects	117,990.70
40290	Federal – IDEA	67,376.66
43247	Federal - Title Programs	94,402.92
11374	Supplemental Academic Instruction	398.22
14892	Levy County Schools Foundation	297.00
18340	Technology Support	13,861.05
19080	Hilltop Support	5,447.45
40202	Federal – Vocational	3,853.70
13362	Library Media	768.43
13450	School Recognition	204.00
19082	Special Projects - ED	394.00
Total		**315,102.13**

Allocation of resources is always a tough challenge for any educational agency. With increased demand on resources for instructional salaries and a lack of control over the amount of monies available from the Legislature, it is becoming harder to find necessary resources for many areas of education. In this respect, technology is not much different from other areas of the budget.

The School Board of Levy County is committed to providing its students with the most current technology available.

The District has used Federal, State, and local dollars to fund its technology initiatives. We are constantly seeking new funding sources for our technology needs.

4.3 Specifically identify the district's allocation and/or utilization of Public School Technology Funding (PSTF). The information provided under this plan component should:

Describe specific district initiatives, projects, or programs currently (or recently) supported with these funds; and

Project how PSTF funding will be targeted over the plan period to help meet critical technology support needs of the district.

This project (137500) ceased to be funded by the state of Florida for the 2007-2008 school year and was rolled into FTE funding. It is no longer a categorical from the state, but we replenished this project with local funds when possible.

TECHNOLOGY ACQUISITION PLAN

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

1. Expand wireless capability throughout the district.
2. Expand Fiber and Cat 5 wiring runs where needed.
3. Additional network able computers in classrooms.
4. Additional computer labs for web-based assessment.
5. Additional resources tied to the Florida Next Generation Sunshine State Standards.
6. Expansion of teacher technology in-service.

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 Next Generation Sunshine State Standards.

Over the next three years we plan to continue the expansion and upgrade of our software at all school sites. This software is keyed to Next Generation and Common Core Curriculum. NEFEC will provide technical guidance and support to meet NGSSS, CCC, Local Instructional Improvement System (LIIS) and individual district curricular needs.

By basing our acquisition plan on current need rather than strictly distributing funds based on FTE, Levy is attempting to provide equitable access to technologies. Through the development of the district wide WAN, its resulting connectivity to the Internet, and the purchase over a three-year period of software needed for the curriculum at each school, we feel that equitable access will result.

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.

District Plans

Decisions as to the purchase of particular software packages for use in classroom, is made at the school house level. Schools through locally available sources have purchased software site licenses and equipment over the last three years.

In coordination with the NEFEC Instructional Technology Team, instructional needs will be identified through an on-going needs assessment process. We will use our technology positions to provide technical support in the utilization of those recommendations.

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

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

All new equipment used in the development of Levy's WAN will meet or exceed the minimum specifications of the FDLN Technology Plan. Currently all school sites and the district level have fax machines that meet the requirement for Telefacsimile. All hardware purchased will meet or exceed the minimum configuration listed in the plan. Windows XP Professional and Windows 7 Professional operating systems are being used on the computers in the district. All are operating on a minimum of a 100MB LAN.

We are using Internet Explorer as our primary web browser and our email application is on a Microsoft Exchange 2010 mail server located at the district level. Thirteen of our fifteen current schools have had fiber to the classroom wall installed. All schools have at least 4 drops per classroom. Fiber optic cable is being used presently for connectivity between buildings. Filtering software is a requirement for classroom Internet connectivity in Levy. The "Surpass" media circulation system is used at the majority of our school sites. Our current ISP is MFN. We are now using "10" addresses for classroom connectivity. The content filter appliance (iBoss) at the district level filters these addresses. In the summer of 2011, we started utilizing virtualization technology, through VMware's ESXi 5.0 platform, to consolidate district servers. At the same time, we implemented identical virtualization technology at Bronson High School, Chiefland High School, Williston High School and Cedar Key School to consolidate servers at each respective school.

All technology purchases are coordinated at the district level to ensure that the technology being purchased is appropriate, upgradeable, and fits into the overall plans and goals of the individual schools and the district as a whole. Continual input is solicited from the different groups with which Levy is associated to ensure that there will be a smooth integration of technology between and among the parties involved.

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

Depending on the scope of the technology related purchase, the MIS/Technology department, the District Instructional team, the teachers and/or the school administrators are given access to information for technology decision making. Also through Levy's membership in NEFEC and its participation in the FLA Initiative we have received guidance, support and help in setting policies and procedures for the purchase of technology.

Membership in NEFEC
Participation in the NEFEC Regional Technology Council (NTAC)
MFN
Participation with the Region II Technology Training Center in Columbia County
Our relationship with Amer.com, CDW-G, DELL, and other numerous vendors

NEFEC and the Region II Technology Training Center offer technical guidance to school and district personnel in technology-related purchases, planning and staff development. This assistance is directed through contact personnel based at each site. Training at both centers and in the district is

handled through the use of outside trainers, on staff trainers, consultants, vendors, and teachers who have gone through training on specific hardware and software products.

The MIS/Technology department monitors the purchase of all technology whenever possible. Equipment is purchased off state contract and large bids used by other districts.

ACCESS

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

Providing for the equitable distribution of resources to support the Next Generation Sunshine State Standards (NGSSS),

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

Providing access for students with special needs including those students with disabilities,

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

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

The ESE Director coordinates purchases for students with disabilities with the MIS/Technology department. Adaptive technology for disabled students is purchased through this cooperation. The College of Central Florida provides all adult instruction for Levy County Schools including GED preparation. The District Instructional team as well as teachers utilizes resources such as CPALMS to align lessons and initiatives to meet Next Generation Sunshine State Standards.

Students, faculty, staff, parents, and members of the community will have varying degrees of access to the system. Users will be able to access instructional software packages and web-based resources not only from their individual workstation, but also from anywhere, including from home workstations that are connected to the Internet. As far as the user is concerned it will make no difference where the user or resource is located. Through SKYWARD, parents will be able to access the system through a parent portal to check on their child's progress, access school bulletin boards, and send electronic messages to staff or faculty. At the same time, they may help their child at home with homework assignments, missed schoolwork, or tutoring. At this point in time, a district website has been established and is hosted at the district level. The district home page includes links to those schools that have developed web pages. We eventually hope to link to pages that will cover the history, resources, and opportunities available in the different communities that make up Levy County. We feel that this will help to promote the economic development of our district. Access is limited at present to teachers and students under their direct supervision.

6.2 District acceptable use policy for access to all systems including Internet/World Wide Web that:

During the 2012-13 school year, the MIS/Technology department updated the CIPA-compliant Acceptable Use Policy that applies to all Levy County school students and personnel. A copy of the policy can be accessed through the district web site. The policy includes a network warning and

guidelines for use of FIRN and the Internet. No student, faculty, or staff member is allowed access without signing this policy. All connectivity for students goes through our content filter appliance for filtering purposes. The following is a copy of Levy's "Internet Safety Policy and Acceptable Use Policies"

Acceptable Use Policy
Telecommunications, Networks & Internet
Terms and Conditions
Levy County School Board

Telecommunications network facilities, such as Internet are to be used for providing expanded learning opportunities for students and educators. The district provided access must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the policy and guidelines may result in suspending or revoking the offender's privilege of access.

Information retrieval from the network shall be deemed in the same manner as information retrieval from reference materials. Use shall be made of resources, with guidance from faculty and staff, which will enhance the learning environment. At the school, student access to and use of the network will be under teacher direction and monitored as any other classroom activity. Content filtering that screens incoming text and graphics is utilized to restrict user access to material that is consistent with the standards of selection of materials specified in Florida Statutes and with the educational mission, goals, and policies of the school district.

Network users must adhere to strict guidelines developed by the district committee. Teachers are required to enter into a Sponsoring Teacher Network Responsibility Contract and parents/guardians, students and district employees are required to enter into a Network Responsibility Contract developed by the district committee. If a district user violates any of these provisions, future access to the network will be denied. Violations may result in school disciplinary action or legal action. Signature on the contract is an obligation to comply with the terms and conditions.

The Levy County District Schools are subject to Florida Statutes regarding public information access. The guidelines are adopted and incorporated by reference in this rule.

Definitions of Terms:

Internet	An "information highway" connecting thousands of computers and millions of individual people all over the world.
Network	An interconnected system of computers that can communicate with each other and share files, data and resources.
E-mail	An electronic messaging system which allows users to communicate directly with a specified user.
Content Filtering	A filtering device which safeguards the user from accessing unacceptable sites on the Internet. Levy County uses iBoss.

Terms and Conditions for Use of Telecommunications, Networks & Internet

Each student, parent, teacher, and administrator should read this document carefully prior to signing the contract for network responsibility. Signature on the contract is an obligation to comply with the terms and conditions outlined in this document.

INTERNET OVERVIEW

Internet is a telecommunications network accessible to all of Florida's public educators and students. The goal of the Internet is to promote educational excellence for all students in Levy County District Schools by facilitating resource sharing, accessing outside information and research, and encouraging technological innovation and worldwide communication.

Internet Resources

Internet serves as an electronic highway providing the opportunity to expand learning by connecting computers worldwide and millions of individual subscribers. Students, teachers, and administrators will have access to:

- Electronic mail communication (students who take dual enrollment or virtual school classes will have access to email);
- Global information and news as well as the opportunity to correspond with other institutions;
- Educational discussion groups on numerous topics ranging from the environment to music to politics. (i.e.: Fifth grade students discussing the Rain Forest with fifth graders in Brazil.)
- Access to many university libraries and others such as Library of Congress, Smithsonian Institution, NASA Spacelink, Educational Resources Information Center (ERIC), and Canadian Academic Libraries (CARL).
- On-line testing such as FCAT, End of Course, FAIR, etc.
- On-line instructional programs such as, Plato, FLVS, Levy virtual school, dual enrollment, etc.

Internet Warning

With global access to information also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications which are not appropriate for school-aged children. The Levy County School Board views information gathered from the Internet in the same manner as reference materials identified by schools. Specifically, the district supports resources that will enhance the learning environment with guidance from faculty and staff. A solution is in place (iBoss) to safeguard access to materials not serving an educational purpose in accordance to School Board policy and Pupil Progression Plan.

Student use of the network/internet will be under teacher direction and monitored as any other classroom

activity. The school district is not able to prevent the possibility of user access to material that is not consistent with the educational mission, goals, and policies of the school district when access is obtained outside of the school.

User Guidelines:

It is the school district's intent that the Internet and our telecommunications network be used in a responsible, efficient, ethical, and legal manner. The operation of the Internet relies heavily on the proper conduct of the users who must adhere to strict guidelines. If a user violates any of these provisions, their access to the network/internet will be terminated and future access will be denied for a specified period of time. Violations may result in school disciplinary action. It also could result in legal action in situations where laws may have been violated. The signature(s) on the application form indicate that the user(s) have read the terms and conditions carefully and understand their significance.

Acceptable Use: Access to the network/internet must be in support of education and research that is consistent with the educational goals and policies of the Levy County School Board. Users are encouraged to develop uses which meet their individual needs and that take advantage of the network's functions: electronic mail, conferences, bulletin/discussion boards, databases, and access to the Internet. Use of any other network or computing resources must be consistent with the rules appropriate to that network.

Privileges: Network/internet access is a privilege. Inappropriate use will result in the cancellation of that privilege for an appropriate time commensurate with the misuse. Each individual who agrees with this acceptable use policy will receive information pertaining to the proper use of the network. School and district administrators will decide what appropriate use is.

"Netiquette": You are expected to abide by the generally accepted rules of network etiquette. Be polite. Use of vulgar or obscene language is an absolute violation of this contract. Do not reveal your address or phone number or those of others. Please remember that electronic mail is not guaranteed to be private. Do not disrupt the network, the data, or other users.

Unacceptable Uses of the Network Include:

- Using the Internet for any illegal purpose including so called “hacking” over a network or online;
- Violating student or staff's rights to privacy including the unauthorized disclosure, use, and dissemination of personal information;
- Using profanity, obscenity, or other language which is absolutely forbidden;
- Sending or receiving pornographic text and/or graphics. (A content filtering device (iBoss) has been installed to prevent this from occurring in Levy County)
- Sending or receiving copyrighted materials, including computer software, without permission, or material protected by trade secret;
- Reporting personal communications without the author's prior consent;
- Using for commercial activities, product advertisement, or political lobbying.
- Using others’ e-mail accounts without the owner’s permission;

Warranties: The Levy County School Board makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Levy County School Board will not be responsible for any damages you suffer including loss of data. The district will not be responsible for the accuracy or quality of information obtained through this network/internet connection.
Security: Security is a high priority. If you identify a security problem, you must notify a system administrator immediately. Do not show or identify the problem to others. Do not use another individual's account. Attempts to log on as another user will result in cancellation of your privileges for a specified period of time. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

Vandalism: Vandalism will result in cancellation of your privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks. This includes the creation of or the uploading of computer viruses on to the Internet or host site. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

Updating Your User Information: You may occasionally be required to update your password to continue network/internet access. Users should change their passwords frequently.

Use of Network Resources: There is a limit to the resources available for users on the network. Each user should attempt to conserve resources and allow others to access the network. Users are expected to observe reasonable time limits on the network.

E-mail Etiquette: Helpful to your e-mail success are the following items:

- Preparing text files for uploading before logging on;
- Making "subject" headings as descriptive as possible;
- Beginning messages with a salutation; restating the question or issue being addressed in a response;
- Choosing words carefully to avoid misunderstandings. Text does not permit the verbal or expression clues which are usually necessary when statements are intended to be funny or sarcastic;
- Ending messages with your name and your e-mail address to assist getting feedback or clarifications;
- Deleting e-mail files as soon as possible;

Teachers: Teachers are responsible for teaching proper techniques and standards for participation, guiding student access to appropriate access to the network/internet, and for assuring that students understand if they misuse the network/internet they will lose their access privilege for a specified period of time.

Contracts: In order to access the network, teachers are required to enter into a Teacher Network Responsibility Contract. Parents/Guardians and students are required to enter into a Network Responsibility Contract.

Exception of Terms and Conditions: All terms and conditions stated in this document are applicable to all users of the network/internet. These terms and conditions reflect an agreement of all parties and shall

be governed and interpreted in accordance with the laws of the State of Florida, the United States of America, and Levy County School Board Policies.

Revised: April 27, 2012

Levy County School Board
Student/Parent-Guardian/District Employee
Network/Internet Responsibility Contract

Please Print All Information

Users full name: _____

Home Address: _____

Home Phone: _____

Site: _____ Grade: _____

Student/District Employee Agreement:

I _____ understand and will abide by the Terms and Conditions for Use of Telecommunications and Networks/Internet in Levy District Schools. Unacceptable violations will result in losing my access privileges. In addition, violations may result in school disciplinary action and/or appropriate legal or criminal action being initiated against me.

Signature: _____ Date: _____

Parent/Guardian (Required if applicant is under the age of 18.)

As the parent or guardian of this student, I have read the Terms and Conditions of the Levy County School Board Acceptable Use of Telecommunication and Networks/Internet Policy. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for Levy County School Board to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network/internet.

Further, I accept full responsibility for supervision of Internet use by my child outside a school setting. I hereby give permission to establish network/internet privileges for my child. I certify that the information contained in this application form is true and correct to the best of my knowledge and belief. (Please sign in the appropriate space below, either allowing or denying permission)

I give permission to establish network/internet privileges for my child.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: (Please Print) _____ Phone: _____

OR

I do not give permission to establish network privileges for my child.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: (Please Print) _____ Phone: _____

Levy County School Board
Teacher Network/Internet Responsibility

I have read the Terms and Conditions for Use of Telecommunications & Networks (Internet) in Levy County School District and agree to promote this agreement with the student. As the teacher I do agree to instruct the student on acceptable use of the network and proper network etiquette and will report and/or terminate privileges of any student using the network/internet unacceptably. I recognize and accept my responsibility to be present while network/internet access is being used by the student.

Teacher's Signature: _____ Date: _____

Teacher's Name: (Please Print) _____

Administrator's Signature: _____ Date: _____

Administrator's Name: (Please Print) _____

-Protects the confidentiality of students

Security for student records is maintained through the Skyward student information system that is currently being used for the storage of student records at NEFEC. Access to these records is secured through the use of Secure Socket Layer and a single password system. Once a user has entered his or her password correctly, he or she can now access the student records system. Even then, each user is limited to only the areas to which he or she has demonstrated a need for access. The Coordinator of MIS/Technology issues the temporary password and/or resets the password if necessary. The system forces the user to change his or her password every 180 days. A password cannot be reused after 10 different passwords have been used previously. Access to this database at present and in the future is only for authorized personnel. In Levy, the Coordinator of MIS/Technology administrates security authorization on SKYWARD's student side and the Director of Finance handles security authorization on SKYWARD's business side.

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

At present, there is no policy pertaining to intellectual property rights in Levy's policy. The intent is to establish a policy that anything developed on or through Levy's technology platforms will belong to Levy. In district board policies, there are guidelines dealing with the sharing of facilities with other educational entities.

Maintains the integrity of systems, programs and information resources. The policy must address the following issues:

- **Access by minors to inappropriate matter on the Internet and World Wide Web;**
- **The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;**
- **Unauthorized access, including so-called "hacking" and other unlawful activities by minors online;**
- **Measures designed to restrict minors' access to materials harmful to minors.**

Any request for student information off the SKYWARD system will, as at present, be highly restricted. Once the connection to the network is established, access to systems, programs, and informational resources will be secured by each individual user having to log on to the domain of the Windows network. A user profile will be maintained for each authorized user. This profile will determine which programs and information resources the individual will be able to access on the network.

The Coordinator of MIS/Technology creates and assigns user accounts in Active Directory and generates respective email accounts on the Exchange mail server. E-mail accounts are limited to teacher and staff accounts. Administrative access to Active Directory is limited to four people, the Coordinator of MIS/Technology, the Director of MIS/Technology's confidential secretary and the two district computer technicians. The Coordinator or MIS/Technology is responsible for maintaining e-mail accounts on the Exchange mail server.

During the 2007-08 school year, the School Board of Levy County E-mail and Computer Use Policy was revised. All staff and faculty who currently have or in the future apply for an e-mail account are required to sign the policy. It is included below:

School Board of Levy County
E-mail And Computer Use Policy

Policy:
The computer system in your office, classroom, or other area is the property of the School Board of Levy County (SBLC) and is intended to be used for approved educational purposes only. You have no expectation of privacy with our governmental computers on site. You have no expectation of privacy accessing our server from off-site locations.

There is no personal use of the computer including but not limited to the following activities: 1) e-mail communication that contains in the body of the e-mail message itself or attachment content that can be construed in nature as terrorist, racial, sexual, ethnic, gender, or age offensive; 2) personal financial information transmitted through text or pictorial attachments; 3) taking your computer off the filtering proxy or attempting to bypass the proxy set up to be in compliance with the Child Internet Protection Act; 4) attempting to hack into servers or systems located within our local area network (LAN), wide area network (WAN), or off site locations; 5) installing or loading software on a SBLC computer without proper approval. Any questions on whether a message or Internet site qualifies as reasonable business purpose should be directed to the human resources department before going on-line.

Comments/Procedures:
1). *No Expectation of Privacy:* As providers of the computer equipment and servers. Federal and State laws give us the right to monitor your business communications on our computers. This statutory authority is based on ensuring the appropriateness of business communications, random computer system checks and actual and implied consent by the user's written acknowledgment of clearly understanding this policy. The act of signing this document signifies the user clearly understands the policy and agrees to execute this policy in good faith. Additionally, the user waives any privacy rights or claims of inadequate training (42 USCS 1983 &27), that SBLC showed a deliberate indifference in properly training the user on the proper use of the computer at work.

2) *Public Records:* The user of SBLC computers recognizes they are bound by state public record laws, and documents that are created to formalize knowledge or transact business of SBLC are considered public record and are open to the review and copying of the general public. This includes all work records on your computer system, data transmitted over our server from on site or off-site locations and portable media such as disks, floppy disks, CD's and any other transportable media. All records must be retained according to Chapter 119 of the Florida Public Records Statute.

Prohibited Activities
General Prohibitions: There absolutely can be no creation, downloading from another web site, linkage to another web site, transmittal from your computer to a co-worker computer or outside computer information that is: 1) harassing; 2) defamatory; 3) discriminatory; 4) profane; 5) violates federal copyright, and trademark law and federal or state trade secret laws, or violates other federal and state civil or criminal statutes. It is incumbent upon the computer user of SBLC computer equipment to familiarize themselves with the basics of what specific communication triggers sexual harassment, other harassment, copyright, trademark and other relevant computer abuse laws. If a computer user has an uncertainty whether their behavior could violate a federal or state statute, they have an affirmative obligation to contact their in-house attorney or human resources department before using the computer.

Lack of knowledge is not a defense to computer abuse or violation of laws. Computer user waives all defenses that they were inadequately trained or not clearly warned about the necessity of being educated on all federal and state laws regarding computer abuse and criminal activity. Upon signing an acknowledgment of clearly understanding this policy agreement, the computer user recognizes a higher duty of care in using the computer because text based messages; pictures, audio and video, and

documents can reach a large audience within seconds.

Waste of Computer Resources: Computer users understand there are Federal and State laws prohibiting Spam mail-unsolicited mail or mass mail—or chain letters. The computer user will not monopolize Internet access or negatively affect the bandwidth in any manner that transcends normal computer use (i.e.: actions by you or students which consist of downloading MP3's, listening to radio programs, or watching TV broadcasts in the classroom except as used as part of the regular instructional program of a school).

E-Mail Myths: Computer users understand that based on the architecture of the Internet or Intranet, their e-mail and attachments may cross other servers before the intended receiver receives the correspondence. This means the user realizes their message or attachment may be intercepted and the security of e-mail or the Internet is vulnerable. Therefore, sending confidential information could be risky. Additionally, the computer user also realizes all e-mails must be screened before forwarding to another person or a distribution list. The computer user is liable for any defamatory or harassing e-mail that is forwarded to a third party. Further, the computer user is also liable for both opening up and forwarding non-work related, unknown or suspicious e-mail that contains a virus. If you are uncertain about the origins of an e-mail or attachment, don't forward it, contact human resources or your in-house attorney.

Deleting E-Mail: When you press the delete key, your e-mail is not deleted. The space is marked as free space but your e-mail is copied on another sector of your hard drive or central server. Your old e-mail can easily be retrieved by a computer forensic specialist or other person from your hard drive, server or other backup device. There is sophisticated software that mines all your e-mail and other documents.

Anonymous E-Mail, Chat Room Discussions or Bulletin Boards: The computer is not allowed to send or forward anonymous or pseudonymous e-mail. It is a direct violation of this policy to send or forward anonymous or pseudonymous e-mail through a re-mailer or other software or decoding device. Additionally, no chat room or bulletin board will be accessed for sending, forwarding, uploading or downloading unless given written approval by your supervisor or human resources. No chat room or bulletin board will ever be used as a forum for negative, offensive, harassing, defamatory or non-business discussions.

Copyright Infringement: No computer user can upload, download, transmit to another computer, print a hard copy or any way infringe upon the exclusive rights of reproduction, distribution, adaptation, public performance and public display of an on-line or off-line copyrighted work. Not all works on the Internet or Intranet are in the public domain. The computer user must check with the in-house attorney or human resources if there is any uncertainty whether an article or software is copyrighted. Additionally, it is a violation of the Digital Millennium Act to remove any copyright management information (e.g. title, author name, date of registration). There are serious civil and criminal penalties for violating the Federal copyright laws and international copyright treaties.

Trademark Infringement: No symbol, logo, phrase or other trademark can be uploaded, downloaded, transmitted to another computer, used in a web site or hyperlinked to another web site without the express permission of the trademark owner. Trademark infringement carries stiff civil and criminal penalties.

Web Linking, Framing and Metatags: Linking with other web sites is strictly prohibited unless proper authorization is given from human resources or your in-house attorney. When you link with another web site, it can give the appearance you sponsor that site's content. Additionally, no other web site can be framed within your web site unless express permission has been given by human resources or your attorney. Finally, when constructing a web site, the design of Metatags (codes used to identify material to a search engine for indexing) must be authorized by human resources or your in-house attorney.

Passwords: Passwords are for internal use and are not allowed to be distributed to anyone without the express permission of your supervisor or other superior. Passwords are also not to be shared. They are for the exclusive use of the person to whom they have been assigned. Additionally, passwords do not create an expectation of privacy when it comes to employer monitoring.

Off-Site Use of SBLC Computers: Off-site use of SBLC computers includes but is not limited to home, car, hotel and other off-site locations. You have no expectation of privacy at off-site locations. Additionally, you must adhere to all the same policy restrictions as if you were using the computer on-site. The temptation of informality in your computer usage carries a higher duty of care and responsibility. When using a SBLC computer all off-site computer communication must have a business purpose and all federal and state civil and criminal laws must be respected.

Litigation: In the event of litigation, all computer users are on notice that federal and state civil rules of procedure may allow discovery of all computer hardware and software. This includes but isn't limited to your office computer, laptop, home computer, printers, cell phones and other equipment. Any attempt to damage or destroy evidence in your computer will trigger stiff civil and criminal penalties. If your computer equipment is subpoenaed or you anticipate litigation, contact your in-house attorney or human resources for guidance on how to proceed.

Amendments: This policy may be amended or revised from time to time as need arises. Users will be provided with copies of all amendments and revisions. Any interpretation of this policy as it relates to the computer system will be provided by the Department of Human Resources with guidance from the Information Systems Office and the Attorney's Office.

Waiver: Upon signing this policy, the computer user acknowledges he or she clearly understands the policy and has no further questions as to the content and delivery of this computer use policy. The computer user also affirms that since he or she has no confusion over the content of this policy, there will be no violation of this policy or any other civil or criminal laws relating to computer use. The computer user will indemnify the SBLC and hold harmless for violating SBLC computer policy, which causes; 1) humiliation internally and with the public; 2) disruption of services; and 3) civil or criminal liability. The computer user waives any right to litigate an inadequate training claim or other negligence claim against SBLC for not clearly understanding this computer use policy.

Name (Printed): _____ Date: _____

Work Site: _____ Job Title: _____

Signature: _____(Blue Ink Please)

Revised: September 13, 2007

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 bona fide research or other lawful purposes.

At present and for the last many years, Levy has had in place a district level content filter system. All filtering occurs at the district level. All classroom computers have what is referred to as "ten addresses" and are routed back to the district office to the content filter appliance (iBoss) that filters Internet access. The Cisco router in each school is set to only allow "ten addresses" and a set of administrative true IP addresses passage. As a result of this policy, if a student or other individual changes an IP address in an attempt to go around the filter, access to the Internet is denied.

USER SUPPORT PLAN

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

Maintaining quality of service, with the consistency that users are used to, takes the efforts of a dedicated Technology department. Personnel are as important to network stability as is the equipment with which they work. Careful planning and documentation is also critical to a successful network management team. We have finished the mapping of all of our campuses and we utilize a network mapping software where it can be accessed rapidly and modified more easily. Tied into this data will be other specific information such as the name and IP addresses of individual equipment installed on the network.

The primary goal must be to steadily improve access and performance, while maintaining the security of the users and their data. Monitoring and trend forecasting will be critical to having resources where they are needed in a timely manner.

Asset tracking and inventory management are also very important to the continued high level of support the District users have become used to.

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

The Director of MIS/Technology coordinates maintenance and repair of technology. Our district computer technicians handle equipment maintenance and make recommendations to the MIS/Technology department for equipment replacement. We do our own fiber termination and testing. We also have run category 5 and fiber throughout our district.

Basic computer training for all users of the network, sending out publications, and help pages will also go a long way towards building the users confidence and making them more self-sufficient with the everyday computer problems they have. By answering the little questions themselves they will free up technology staff to handle the bigger problems more quickly and efficiently.

Opportunities to improve the district wide computer technician's technical expertise must be taken advantage of at every chance. The District must include them in PD plans as part of any grant that includes technology.

PROFESSIONAL DEVELOPMENT 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.

We have purchased and/or subscribed to programs such as Accelerated Reader, FastForword, Read180, Rosetta Stone, Plato Learning, Math Connects, NGConnect, EdOptions, Kurzweil 3000, and etc. for use on school LANs. Software is purchased to support current needs at schools as identified in School Improvement Plans.

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

Four school labs have been used locally for training. With the establishment of an updated training lab at the old Bronson Middle School site this, training opportunities have been enhanced locally.

-District-level coordination of training and support,

The MIS/Technology department and the Personnel Director coordinate technology training opportunities at the district and school levels. These opportunities are developed locally and through cooperation with NEFEC. Individual, small group, and large group training is also carried out as needed at individual school sites by the District Instructional Team.

-Ensuring adequate facilities, instructors, materials, equipment and funding for staff development and

In all but a few cases training in the past has had to be done outside of the district. This has been at NEFEC's training lab in Palatka and in other NEFEC member districts. With the establishment of up-to-date labs at Chiefland High, Bronson Middle-High, and Williston High we have been able to conduct some of the NEFEC training in district. As part of the expenditure of grant funds we have established a district-wide lab for training purposes. The computers can be used to train our teachers and support personnel in the use of the latest educational and support software. Our trainers have begun using the training lab for teacher and staff in-service training. NEFEC has used this lab for training rather than our teachers having to travel outside the district.

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

Trainings are conducted in the District by NEFEC, school-site experts, vendors, and other outside entities. Individual and large group training is also provided at the schools by school-site experts, vendors, and other outside entities. The training is tailored to suit the needs of the school or individuals involved, with special emphasis given to integration of technology in the curriculum. SKYWARD Grade book training involved training a school level contact who then trained other teachers or staff in each respective school. Support is provided through the availability of training documents. Performance Matters training involved the same methods as the SKYWARD Grade book training. However, support is provided by the district Performance Matters coordinator. The FastForword Reading program training was provided by Scientific Learning where it involved select teachers and staff from every school. PD360 offers web-based professional development for our teachers.

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

The following is a list of the current resources available to Levy's personnel:

-Training is available through our partnership with the Northeast Florida Educational Consortium (NEFEC). This is done here in the district training lab, at school sites, in other NEFEC districts, and at the NEFEC training lab in Palatka.

-We offer training here at the district level both in the district level training lab and at school labs through the use of our district level Computer Technicians.

-Training is available in Lake City at the Regional Technology Training facility.

- State Technology Advisors are also on call whenever needed, specifically from the Office of Educational Technology (OET) and Florida Department of Education.

PROGRAM EVALUATION

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

-Being integrated into the school curriculum.

Previously through our Florida Learning Alliance Grant an outside agency evaluated how this grant is impacting the use of technology in the curriculum.

The progress of integrating technology into the classroom will be assessed via principal's review of lesson plans and our participation in the Florida Innovates Survey program will be a cornerstone of our yearly assessment of technology integration. Student achievement and progress toward meeting the goals of the Next Generation Standards will be assessed using FCAT scores, Levy Interim Assessments (LIA) and other assessment tools.

-Affecting student achievement and progress toward meeting the educational goals of the Next Generation Sunshine State Standards.

Through Performance Matters, a teacher can access and use FCAT and other testing data to make decision about their curriculum and the individual progress of each student assigned to them. This system allows the teacher to access and download testing data for the students assigned to them. The school level administrator and district level administrator can do likewise. Each can download the data to his or her desktop and create reports using Performance Matters reports. This allows the evaluation each student's progress in meeting the goal of the Next Generation Sunshine State Standards and will accurately show what a student has learned during the school year.

9.2 A description of the process used to facilitate mid-course corrections in response to new developments and opportunities as they arise.

Open channels of communication and a broad base of collaboration between this District and other nearby Districts, as well as strong communication with other program Directors in this District, will allow the District to change course quickly if circumstances or opportunity dictate. Also, participation in NEFEC's Technology Advisory Council and other industry forums will help keep us aware of changes and opportunities that come along.

E-RATE PLANNING CRITERIA

The E-RATE Technology Plan Addendum & Certification for E-RATE Funding Purposes Funding Year 2012-13 is found at the end of this Technology Plan and addresses the five planning criteria 10.1-10.5 below

10.1 Clear Goals and a realistic strategy for using the telecommunications and information technology to improve education

10.2 A professional development strategy to ensure that staff know how to use these new technologies to improve education

10.3 An assessment of the telecommunications services, hardware, software, and other services that will be needed to improve education

10.4 A sufficient budget to acquire and support the non-discounted elements of the plan: the

hardware, software, professional development, and other services that will be needed to implement the strategy

10.5 An evaluation process that enables the school or library to monitor progress toward the specific goals (of the eligible entity) and make mid-course (i.e. mid-year) corrections in response to new developments and opportunities as they arise.

E-rate Technology Plan Compliance

Telecom Services, Internet Access & Internal Connections

All services listed on a Form 470 (to include services or items identified in conjunction with the state master contract) must be included in technology plan.

Please list all items that you listed in your Form 470(s) that were used for the Form 471 submission process as of February 4, 2004. List like items or services only once but clearly delineate who is receiving the items or services. You may also list any future items or services that are part of technology planning that were not included in this E-rate Funding Year's Form 470 [Process Year 7 (2004-2005)]

1. P1 Services - Used by all district staff, administrators, teachers, staff and students.
2. Local/Long Distance Phone Service (Centrex/SunCom) - Used by district staff, administrators and teachers.

Goals & Strategies

Clear goals and a realistic strategy for using the requested telecommunications and information technology to improve education or library services.

Our goal is to enhance student learning and teacher productivity through the use of technology.

Use of the World Wide Web will be utilized to integrate applications and internet into the curriculum to enable the use of computers as a learning and productivity tool. Formal and informal assessment applications will be utilized to develop a strategy for enhancing learning skills for students and technology integration skills for teachers. Emphasis will be placed on employability skills through the teaching of commercially used applications encouraging teachers to become managers and facilitators instead of lecturers.

Please refer to page 9 and 10 for Short & Long Term Goals details.

An assessment of the telecommunications services, hardware, software, and other services that will be needed to improve education or library services.

The District will conduct on-going reviews in order to determine effectiveness of the different programs. Student performance will be monitored to determine how technologies are impacting student outcomes. Student FCAT scores and student interest inventories will be a major resource for determining success. Florida Innovates surveys and Florida's student Tool for Technology Literacy will be major resources for determining needs assessments by teachers and administrators

Please refer to page 8 for Needs Assessment details.

Professional Development

A professional development strategy to ensure that staffs know how to use these new technologies to improve education or library services. Teachers will continue to benefit from an aggressive in-service program that will enable them to gain the skills necessary to incorporate technology into their instructional program.

Please refer to page 27 and 28 for Professional Development Plan details.

Budget

A sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development, and other services that will be needed to implement the strategy. THE BUDGET portion must CLEARLY state that your entity has estimated the amount of the NON-DISCOUNTED portion of E-rate and have the budget to meet that expense. This section of the plan addendum concerns ancillary requirements necessary to actually make the requested E-rate services work (e.g. computers, software, and professional development).

Please refer to page 10-12 for Proposed Budget details.

Monitoring & Evaluation

An evaluation process that enables the school or library to monitor progress toward the identified goals and make mid-course (i.e. mid-year), corrections in response to new developments and opportunities as they arise. If the process described in your current technology plan is very general, that description may not be sufficient to meet the expectations of the E-rate program

The District will conduct on-going reviews to determine program effectiveness. Student performances will be monitored to determine how technologies are impacting their outcomes. A major resource for this information will be the student FCAT scores.

Refer to page 29 for Program Evaluation details.

NCLB: ENHANCING EDUCATION THROUGHT TECHNOLOGY (EETT)

11 School districts participating in the NCLB: EETT Grant Program are required to submit detailed project application material which includes program-specific planning information. Submission and approval of the **EETT Part I Entitlement application** is sufficient to address this particular essential plan component. For reference purposes, a copy of the most current EETT Part I Entitlement Application may be obtained from the following Office of Educational Technology Website location: http://www.doe.firn.edu/edtech/it/eett/eettpart1.html.

Each year we do the E-RATE Technology Plan Addendum to the current Technology Plan.

Appendix 1: Technology Standards

1. Student Workstations

Student workstations should have the following as minimum hardware/software requirements:

CPU ----------	2.0GHz Dual Core (or equivalent)
RAM ----------	2GB
HDD ----------	80GB
Optical Drive ----------	DVD/CD Combo
Network ----------	10/100Base-T
Video ----------	32bit 1024x768
Monitor ----------	17”
Keyboard/mouse ----------	Standard MS
Operating system ----------	Windows XP Professional

Software should include: MS Office, Trend anti-virus, and Internet Explorer 8 browser.

2. Teacher Workstations.

Teacher workstations should have the following as minimum hardware/software Requirements:

CPU ----------	2.0GHz Dual Core (or equivalent)
RAM ----------	2GB
HDD ----------	80 G
Optical Drive ----------	DVD/CD Combo
Network ----------	10/100/1000Base-T
Video ----------	32bit 1024x768
Monitor ----------	17”
Keyboard/mouse ----------	Standard MS
Operating system ----------	Windows XP Professional

Software should include: MS Office Professional 2007, Trend anti-virus, Internet Explorer 8 browser, and SKYWARD electronic grade book.

3. Servers

Server Machines should have the following as minimum hardware/software Requirements:

CPU ----------	Duel XEON 2.8MHz (or equivalent)
RAM ----------	2GB
Storage System ----------	250G Raid 5(striping w/parity)
Optical Drive ----------	DVD/CD
Network ----------	10/100/1000Base-T
Video ----------	32bit 1024x768
Monitor ----------	NA
Keyboard/mouse ----------	Standard MS
Operating system ----------	Windows 2008 Server
Removable Drive ----------	1.44M

Software should include: Trend anti-virus, server management software, and Internet Explorer 8 browser. Same or next-day support required for 3 years.

4. LAN Infrastructure

LAN/WAN Hardware will meet these minimum requirements:

Compatibility – New equipment must be compatible with existing hardware/software.
Expandability – New equipment must have the capacity to meet future needs as well as current needs.
Speed ---------- 10/100/1000M with Gig fiber for backbone.

All new core equipment should be manageable and appropriate naming convention used. Name must signify: site location (school) and individual switch, (i.e. DIS_S01). Static IP Addresses will be used for easier problem tracking. Manufacturer's support is required within the switch's warranty period.

5. Wireless Use

Current and future wireless use will meet these minimum requirements:

Location – Location of wireless access points must be approved by school administration so as to limit unauthorized access.

Security – Appropriate security configuration within the wireless access point's software (WPA-Enterprise RADIUS) will be used to limit unauthorized access.

Revised and School Board Approved – November 20th, 2012