St. Johns County School District
Technology Plan

2018-2020

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St. Johns County School District Technology Plan
(2018-2020)

1. Introduction

A. The District's Strategic Plan
The District's 5-year Strategic Plan provides a long-range plan to guide future improvement efforts and identify funding. The Strategic Plan for 2016-2021 aligns with the vision, mission and core beliefs of St. Johns County School District and is focused on five overarching goals supported in five strategy areas; Academic and Student Services, Operations, Community Relations, Human Resources and Superintendent and School Board. Within each strategy, there are 1-year strategies or objectives called tactical plans. These tactical plans are developed and Board approved each year to fulfill the five strategic areas. It is within these tactical plans where you can find technology related goals that support network infrastructure upgrades, classroom technology upgrades and other technology projects.

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

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

C. Strategic Plan Goals Related to Technology
The following technology based tactics have been outlined in the Strategic Plan for the 2018-19 school year:

2018—2019
Operations

Strategies / Tactics	Champions	Success Metrics	Resources Needed	Start Date	Completion Date

Strategy 1: (Goals A, B and D)
Develop a K-12 continuum of technology integration, including necessary network infrastructure, to ensure teachers are well equipped to implement technology in the classroom.

Strategies / Tactics	Champions	Success Metrics	Resources Needed	Start Date	Completion Date
1.1. Continue to implement infrastructure upgrades to meet the growing network needs	Chief Information Officer	Project completed at identified sites	Sales Tax eRate Funds	July 2018	June 2019
1.2. Evaluate, acquire and implement new teacher computers (existing machines will be reconfigured to add student computers in 2018-19)	Chief Information Officer	New teacher machines ready for distribution	Sales Tax	May 2018	Dec 2018

2018-2019
Operations

Strategies / Tactics	Champions	Success Metrics	Resources Needed	Start Date	Completion Date

Strategy 2: (Goal D)
Continue to design and construct schools that accommodate growth while maintaining high quality programming with an intentional student-focused environment.

Strategies / Tactics	Champions	Success Metrics	Resources Needed	Start Date	Completion Date
2.2. Equip two new K-8 schools and summer relocatables with network switching, wireless access points, classroom technology and computers	Chief Information Officer	New Schools and relocatables equipped	Capital and Sales Tax	July 2018	August 2018

2018—2019
Operations

Strategies / Tactics	Champions	Success Metrics	Resources Needed	Start Date	Completion Date

Strategy 3 (Goal D)
Continue to improve district-wide safety and security measures.

Strategies / Tactics	Champions	Success Metrics	Resources Needed	Start Date	Completion Date
3.1. Continue to implement single point of entry security upgrades at identified schools	Executive Director Facilities and Operations	New security upgrades complete	Sales Tax	July 2018	June 2019
3.2. Evaluate Security Camera systems for enterprise wide use and establish standards for future camera systems acquisitions and upgrades	Chief Information Officer	Pilot of new system underway	Capital and Sales Tax	July 2018	June 2019

2018—2019
Operations

Strategies / Tactics	Champions	Success Metrics	Resources Needed	Start Date	Completion Date
Strategy 4: (Goal D) Continue to improve and upgrade operation systems and services to better meet the needs of students and staff.					
4.1. Implement registration online district-wide	Chief Information Officer	Online Registration is live for all users	Operating	July 2018	June 2019
4.3. Implement new BusinessPlus reporting tool Cognos	Chief Information Officer	Cognos tools in use	Operating	July 2018	June 2019
4.4. Implement new document management system for Human Resources	Chief Information Officer/Associate Superintendent for Human Resources	New system is operational	Operating	July 2018	June 2019

2. Determining Technology Needs

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

B. Digital Classroom Plan funding (DCP)
The District's DCP funding is allocated each year and is applied to infrastructure costs, like Internet and Wide Area Network connection expenses as well as classroom related technology. Needs are typically determined by the areas outlined in this section.

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

D. FL DOE Technology Specifications and Guidelines for Online Assessment
The Florida Department of Education produces a set of technology based guidelines or specifications for student testing computers along with connection speeds for students. These guidelines are used as benchmarks for computer purchases and network upgrades.

E. School Improvement Plans and Advisory Councils
Each individual school advisory council (SAC) has a part of its plan devoted to technology needs for the school. These needs are communicated through the Superintendent, Director for School Accountability, Chief Information Officer, or through the principal and school Technology Support Specialists (TSS).

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

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

3. Technology and Curriculum Integration

A. Technology Integration
Technology Integration in the classroom has been a primary focus for St. Johns County Schools for many years. An example of technology integration in the classroom is the teacher that uses technology (such

as a computer, projector, voice enhancement system, etc.) as a seamless tool that facilitates student learning, that in turn leads to increased student achievement, engagement and 21st century skills.

We disburse available resources to acquire and maintain technology equipment in every school, although, in spite of everything, more funding is always needed. The District continues to supplement school Technology funds that are provided by the state. Technology integration is not possible without the proper equipment. District Capital funds, DCP allocations, ½ cent sales tax, and technology based grant monies are used to acquire and maintain school based technology equipment (to the extent possible).

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

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

B.   Curriculum Integration
The curriculum and the learning needs of our students drive our goals. We use the Florida Standards and the Grade Level Expectations as a basis for our instruction. The District employs curriculum maps to teachers that provide pacing guides, lesson plans, and digital resources (tools and content) in support of customized learning. Differentiated accountability calls for changing the delivery of instruction so that each student can meet all standards set by the district, state and federal government. The vehicle to deliver customized instruction is enhanced by technology. Technology allows different students with individual learning needs and styles to work on the same material at different instructional levels while working collaboratively with their peers using real world applications.

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

C.   Measuring Technology and Curriculum Integration, Technology Integration Matrix (TIM)
The Technology Integration Matrix produced by the Florida Center for Instructional Technology is being used to guide teachers and measure Technology Integration.   The Technology Integration Matrix (TIM) illustrates how teachers can use technology to enhance learning for K-12 students. The TIM incorporates five interdependent characteristics of meaningful learning environments: active, constructive, goal directed (i.e. reflective), authentic, and collaborative (Jonassen, Howland, Moore, & Marra, 2003). The TIM associates five levels of technology integration (i.e., entry, adoption, adaptation, infusion, and transformation) with each of the five characteristics of meaningful learning environments. Together, the five levels of technology integration and the five characteristics of meaningful learning environments create a matrix of 25 cells.

4.   Technology Integration, Support and Training

A.   Technology Integration
Technology Integration in the classroom has been a primary focus for St. Johns County Schools for many years. An example of technology integration in the classroom is the teacher that uses technology (such

as a computer, projector, voice enhancement system, etc.) as a seamless tool that facilitates student learning, that in turn leads to increased student achievement.

We disburse available resources to acquire and maintain technology equipment in every school, although, in spite of everything, more funding is needed. The District continues to supplant school Technology funds that are provided by the state. Technology integration is not possible without the proper equipment. District Capital funds, school improvement funds, sales tax and technology based grant monies are used to acquire and maintain school based technology equipment (to the extent possible).

Every school improvement plan includes a section that addresses technology training for the staff. District-level Applied Technology Specialist(s) for Instructional Technology provide in-service training, as well as model technology integration.

Our district has begun to train teachers on technology integration for all grade levels using the TIM model. These individuals provide training and instructional support in the classroom as they model lessons integrating technology.

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

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

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

The number of TSS continues to grow each year as the District moves to a dedicated TSS per school model and as more schools are built.

C.   Technology Training
Technology training continues to be an important part of the District's Growth and focus on technology integration in the classroom.   Technology leaders in schools (Teachers, Media specialists, TSS and School Administrators) continue to expand technology training in support of the TIM model. In addition, as Technology based projects are implemented, related training is provided. As an example, in 2015, the District moved to Office 365 email. As part of this technology migration, a team of Outlook trainers provided teacher training at most schools.

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

5.   Digital Classroom Plan (DCP) funding
The District receives DCP funding that is used to support Infrastructure expenses as well as classroom technology. SJCSD has used these appropriations to support the cost of Internet and Wide Area Network services. Other eligible expenses included learning software and classroom technology.

6. Classroom Technology and Priority Technology Equipment

A. Classroom Technology

ELEMENTARY, MIDDLE, K-8 AND HIGH SCHOOL
Standard classroom technology equipment includes:

Priority	Technology Item
1	(1) Teacher touch screen notebook/laptop that meets the district standard for access to student records, district systems and management of digital instruction
2	(1) Wall mounted (or cart mounted) 65-70" Flat Panel multi-touch display, or Digital projector (ceiling mounted preferred) or table mount (when ceiling mount is not practical or funded). Teacher wall plate for connecting devices for projection and wall plate for output selection and device control (preferred).
2	Equip wired student computer labs (25-60 seats/per lab) (as needed) per school to support academy classrooms, other computer based courses, online assessments and state testing for all enrolled students. Wired or wireless notebook computers can be an alternate choice, depending on the course requirements, and assessment/test requirements. Lab spaces include: Common areas, media and designated lab spaces or classrooms.
2	Students Bring their own Device (BYOD). New procedures were developed in late 2016 to promote BYOD at selected schools. All schools are supporting BYOD beginning in the 2017-18 SY.
3	Equip schools with student tablets (in grades K-2: Apple or Windows 10 based OS tablets) and notebook computers (in grades 3-12: Windows based OS). This guideline applies to all schools. Tablets and Laptops can be stored/charged in mobile carts.
3	(1) TV tuner (for projector displays), HD (for new or retrofits) Note: CCTV can be provided using existing VCR, TV, or Flat Panel display
3	(1) IPTV equipped schools will use the teacher's PC as the video/audio interface
4	(1) Document reader or Digital presenter typically cart mounted and connected to the teacher computer
4	(1) Voice enhancement system per classroom, prefer single vendor solution per school
5	Optional equipment: iPod's, Digital Readers, student response system. Optional teacher equipment: Smart Pen
5	Optional: (1) Network printer or network copier accessible to each classroom.

Notes:

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

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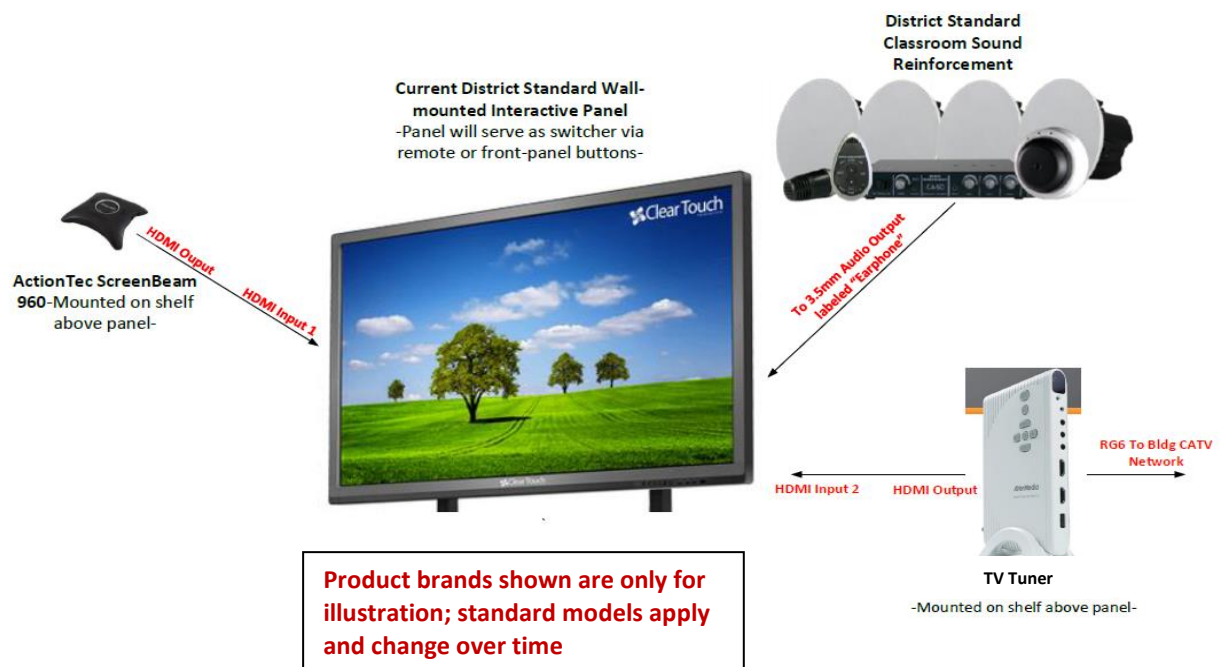
Media Center technology equipment includes:

- Elementary Schools: 25+ Media workstations (number to be included in the online testing/assessment requirements shown in the table above)
- Fully automated media center with Internet based card catalog access from classroom workstations
- Access to the District Media Services catalog via Internet catalog
- Digital camcorders, Still cameras and Digital Scanners (quantity as needed)

TV Production Center technology equipment includes:

- All classrooms and common areas wired for closed circuit TV
- Fully equipped TV production studio with capability of broadcasting from individual classrooms
- IPTV equipped schools will use IP encoders
- (2) video editing workstations
- Video streaming and/or podcasting capabilities within school network

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

District Standard Classroom Sound Reinforcement

Current District Standard Wall-mounted Interactive Panel
-Panel will serve as switcher via remote or front-panel buttons-

ActionTec ScreenBeam 960 -Mounted on shelf above panel-

HDMI Ouput
HDMI Input 1

To 3.5mm Audio Output labeled "Earphone"

RG6 To Bldg CATV Network

HDMI Input 2   HDMI Output

TV Tuner
-Mounted on shelf above panel-

Product brands shown are only for illustration; standard models apply and change over time

Notes:
See Audio Visual Detail diagram for power needs.

Updated 11/4/16

7. Notable Technology Initiatives

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

The initial district Technology Refresh Planning Committee was established in July 2005 by the Superintendent to develop a long range refresh plan. The Chief Information and Technology Officer was the committee chairman. The committee was comprised of the following members:

- Dr. Joseph Joyner, Superintendent
- Martha Mickler, Assistant Superintendent for Curriculum and Learning
- Bruce Patrou, Chief Information and Technology Officer
- Jim Springfield, Executive Director for Human Resources
- David Toner, Executive Director for Facilities and Operations
- Conley Weiss, Chief Financial Officer
- Margie Davidson, Director of Community Relations
- Don Campbell, Elementary Principal
- Bob Allten, High School Principal
- Kathleen Furness, Elementary Principal
- Sue Sparkman, Middle School Principal
- Kyle Dresback, High School Assistant Principal
- Dr. Paul Kirk, Director of Accountability
- Diane Solms, Director of Instructional Services
- Lou Greco, Director of Media Services
- David Futch, Technology Literacy Coach
- Chris Petrello, Supervisor of Technology Support
- Debbie Sheets, High School Registrar

Summary of the July 7, 2005 initial Refresh Planning meeting:

The Chief Information and Technology Officer presented several lease/buy options or scenarios highlighting potential costs, benefits/liabilities and number of systems.

The first meeting introduced the following lease/buy options for several years out:

- Option 1 focused on replacing teacher only computers via a 3 year lease.
- Option 2 focused on replacing teacher, school administrators and 1:5 ratio of student computers via a 3-year lease and purchasing digital projectors and a classroom laser printer.
- Option 3 focused on replacing teacher, school administrators and 1:5 ratio of student computers via a 4-year lease and purchasing digital projectors and a classroom laser printer.
- Option 4 focused on replacing teacher, school administrators and 1:10 ratio of student computers via a 4-year lease and purchasing digital projectors and a classroom laser printer.
- Option 5 focused on replacing teacher, school administrators and 1:10 ratio of student computers via a 5-year loan and purchasing digital projectors and a classroom laser printer.
- In addition to lease/buy options, the district technology survey results were provided and summarized.

Each of the options above listed the corresponding costs for several years out and indicated what schools were included and when. The committee was very receptive to the options presented. After great discussion and input, the following points were accepted by the committee:

- Teachers continue to be the key to technology integration, so start with providing each teacher with a dedicated computer. This was also the district technology survey # 1 choice.
- The second technology hardware choice might be slightly different for elementary, middle and high schools.
- A common Microsoft Windows platform is needed for all teachers so that all administrative functions and communications across the district with administrators/staff can be easily accomplished using standard software.
- This common platform (among teachers, staff and administrators) will also serve to standardize the teacher desktop software, reduce teacher training, and provide teachers with a common district tool when transferring among schools.
- Computers for School administrative staff and a classroom digital projector w/cart should be included in Option 1.
- Option 1 (modified) should be the primary Refresh Plan focus first.
- The amount of Capital funding available would drive the refresh effort. An estimate of capital funding available was to be determined for our next meeting so more detailed planning could be performed.

Summary of the July 21, 2005 Refresh planning meeting:

The committee chairman presented more detail about Option 1, with the changes noted from the previous meeting, including the following elements:

- 3-year lease for teacher and school administrator notebook/desktop computers. All computers would be received in Year 1.
- A digital projector, cart and screen was factored in for each school on Year 1. These items were to be purchased in Year 1 and replaced every 5 years if needed.
- The 3-year total cost exceeded $3 million.

After reviewing and discussing the revised Option 1 presented, the overall Year-1 cost exceeded the estimated capital funding available of approximately $600,000 to $700,000. The discussion then led to funding digital projectors (w/carts and projection screens) for classrooms using other school based capital equipment funding that is provided each year. This plan would allow schools to slowly acquire equipment over a 2-3 year period. This would also allow schools the flexibility to acquire other high priority technology equipment like the teacher voice enhancement systems. It was also noted that the schools should choose from a standard list of equipment so that the technology vision is consistent. By removing the digital projectors from the first year cost, new teacher and school administrator computers were within the estimated capital funding available.

After great discussion and input, the following notable points were accepted by the committee:

- Move forward with the Technology Refresh Plan using Option 1 (revised) and develop a 3-year Lease/Buy RFP seeking a common Windows platform using our district standard PC makers (HP/Compaq and Dell).

- Implement the plan starting with the schools that have the highest priority. Complete the RFP during the first semester of 2005 so that new computers can be delivered to teachers and key school administrators during the beginning of the second semester (Jan-Mar) of 2006.
- Allow schools to gradually purchase standard technology equipment using their capital equipment and technology funding (digital projectors, teacher voice enhancement systems, printers, toner, etc. from a common list of equipment or supplies) over the next 1-3 years.
- Consider the lease buy out option as a method to replace aging student computers because the capital funding available will not accommodate full student station replacement at the ratio of 1:5 or 1:10.
- Existing teacher computers at each school would be moved to student stations when the new teacher computers arrive. The configuration would be up to each principal (mobile computer labs, fixed labs or classroom placement).
- Work to establish teacher training during the summer of 2006 (funding available).
- Continue to standardize 2nd priority technology equipment for elementary, middle and high schools (digital projectors, teacher voice enhancement systems, printers) or a mix of both.
- Work to standardize educational software to meet established K-8 benchmarks across each subject and grade. This would facilitate common testing and evaluation across the district and save money using district wide purchases.
- Move forward with the teacher voice enhancement system (Audio Enhancement or Lightspeed systems) pilot at Osceola.
- Move forward with the Smart Board pilots at Crookshank, Sebastian and SAHS.

In the last quarter of 2005 (Oct-Dec) a computer refresh plan RFP was developed and released to seek a vendor's solution that will support the direction of the Technology Refresh Plan committee. After an extensive evaluation of all responses, Gateway Computer was the winning vendor.

In the first quarter of 2006 (Jan-Mar), 1600+ standard (Microsoft Windows XP Professional) computers were ordered for all teachers and key school administrative staff. The contract called for a 3-year lease purchase (2006-2009) with the option to extend another cycle if pricing was similar. Three annual payments are made to fulfill the contract period.

During the months of April and May 2006, all computers were received, configured and delivered to each school. Four new schools that had recently opened were not included because their teachers had modern computers that fit the District standard. These schools would be included in the next refresh cycle in 2009. New schools that opened during the refresh period would purchase standard computers from the same winning RFP vendor using capital funds. This would provide all teachers (and administrators) with a standard tool for learning and administrative functions.

During the start of each school year and when in the middle of the refresh period, the Information Technology Department purchases additional teacher computers for new teacher positions that are gained by schools due to growth.

The Information Technology Department continues to implement the Technology Refresh Plan by providing current pricing on (best value equipment) that is considered priority technology equipment by the Technology Refresh Committee. Pricing, Purchasing Department quotes and other important acquisition information is listed on a single standard equipment list so that schools and departments can make easy purchases. This equipment is listed on the District's internal website for all schools and departments.

Refresh Plan, Phase 2 in 2009:

In November 2008, a follow-on Computer Refresh RFP (#2008-37) was released to initiate phase 2 or the second cycle of the long range plan set forth in 2005. A district Technology Refresh Planning Committee was formed again to review the hardware options from the 2009 Computer Refresh RFP in February 2009 and select a teacher model among the responses.

The Chief Information and Technology Officer was the committee chairman. The 2009 committee was comprised of the following members:

- Bruce Patrou, Chief Information and Technology Officer
- Lou Greco, Director of Media Services
- Chris Petrello, Supervisor of Technology Support, IT dept
- Kyle Dresback, Principal of Switzerland Point Middle School
- Paul Gorcki, Principal of Hickory Creek Elementary School
- Adrian Stasky, Technology Support Specialist, IT dept
- Kyle Cooper, Technology Support Specialist, IT dept
- Brian Paone, Technology Support Specialist, PMHS
- Nick Graham, Technology Support Specialist, SAHS
- Lynn Guinta, Teacher, Murray Middle School
- Melinda Bogart, Teacher, Switzerland Pt Middle School
- Amie Schnepel, Teacher, Hickory Creek Elementary School

The consensus of the committee was to take the lowest price HP notebook of either the 14" or 15" model that also included a DVD burner.   In negotiations with HP, the 14" notebook model 6530b proved to be better equipped with a lower price. HP was the selected vendor by the School Board on 14 April 2009.

Approximately 2100 HP computers were acquired from a Purchase Agreement to execute Phase 2 of the Computer Refresh Plan starting in the summer of 2009. Teachers and key school administrators received their new HP computers in August/September 2009. The existing Gateway/MPC computers from the first Refresh Cycle in 2006 will be used to create more student computer stations within each school.

Refresh Plan, Phase 3 in 2012:

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

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

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

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

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

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

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

Refresh Plan, in 2015:

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

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

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

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

Refresh Plan, in 2018:

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

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

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

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

B.   One-to-One Pilot

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

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

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

- The cost to replicate the 1:1 model was not possible given current funding levels and high growth

- BYOD was discussed as an option to expand the use of student devices to produce a technology rich environment

- 1:1 was seen by many who participated (from students to teachers) as the desired end state

- 1:1 provided many options to enhance learning

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

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

D. Windows 10 Upgrade
In the summer of 2016, the IT Department began upgrading student Windows computers from Windows 7 or 8.1 to Windows 10. In addition, all new computers purchased during the 2016-17 school year and beyond for students, teachers or staff were configured with Windows 10. Teacher machines purchased from the 2018 Refresh were configured with Windows 10.

E. Wireless Upgrades (2016-17, 2017-18 and 2018-19)
Beginning in the 2016-2017 school year, the IT Department embarked on a wireless upgrade project. Thirteen schools were selected for wireless upgrades. These upgrades include new high speed cabling, new GB network switching and new high speed wireless 802.11ac access points for classrooms. Because this project covers three technology areas and multiple schools, it is slated to take most of this school year to complete.   Here are the schools on this project list:

Bartram Trail HS	Ocean Palms ES
Ponte Vedra HS	PV-Rawlings ES
Nease HS	Wards Creek ES
St. Augustine HS	Hartley ES
Pedro Menendez HS	RB Hunt ES
Liberty Pines Academy	Otis Mason ES
Osceola ES	

For the 2017-18 school year, the following schools were upgraded to new high speed wireless 802.11ac standards:

Switzerland Point MS
Landrum MS
Pacetti Bay MS
Gamble Rogers MS
Fruit Cove MS
Palencia ES
Sebastian MS
Murray MS

For the 2018-19 school year, the following schools are scheduled for new Gb network switching, new high speed cabling:

Switzerland Point MS
Landrum MS
Pacetti Bay MS
Gamble Rogers MS
Fruit Cove MS
Sebastian MS
Murray MS

For the 2018-19 school year, the following schools are scheduled for new high speed wireless 802.11ac standards

Durbin
Patriot Oaks
Valley Ridge
Palm Valley (new)
Freedom Crossing (new)

F. Security Upgrades 2017-18, 2018-19 and beyond
The Information Technology department continues to strengthen the District's information security based tools and procedures to counter the ever-growing threat of Cybercrime. Because of the sensitive nature of information security, specific tools and methods used will not be published.

G. WAN and Internet Upgrades 2018-19
The Information Technology department in concert with Harris Telecom and FL DMS completed design, installation and activation of a new MFN2 WAN/Internet network during the 2017-18 school year. Elementary school and Middle School WAN connections were upgraded from 100Mbps to 500Mbps. High School WAN connections were upgraded from 100Mbps to 1000Mbps. Internet bandwidth was upgraded from 2Gbps per data center to 5Gbps per data center bringing the total available Internet access to 10Gbps.

8. Bring Your Own Device (BYOD)

A. Introduction

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

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

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

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

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

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

Please reference the District's website to view more about the BYOD program efforts and practices to include:
1. BYOD Introduction, Student Supervision and Security, Terms/Conditions and Guidelines
2. FAQ's
3. Recommended specifications for student devices

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

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

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

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

SJCSD reserves the right to take immediate action regarding activities:
    1) that create security and/or safety issues for the SJCSD network, Users, schools, network or computer resources;
    2) that expend SJCSD resources on content it determines lacks legitimate educational content/purpose; or
    3) other activities as determined by SJCSD as inappropriate.

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

Here are examples of inappropriate activity on the SJCSD network:

1. Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.

2. Criminal activities that can be punished under law.

3. Obtaining and/or using anonymous email sites, spamming, spreading viruses.

4. Causing harm to others or damage to their property.

5. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.

6. Deleting, copying, modifying, or forging other Users' names, emails, files or data, disguising one's identity, impersonating other users, or sending anonymous email.

7. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs.

8. Using any SJCSD computer/mobile devices to pursue "hacking," internal or external to SJCSD, or attempting to access information protected by privacy laws.

9. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."

10. Using web sites, email, networks, or other technology for political uses or personal gain.

11. Users must not intentionally access, create, store or transmit material that may be deemed to be offensive, indecent, obscene, intimidating, or hostile; or that harasses, insults or attacks others.

13. Users must adhere to all copyright laws.

14. Users are not permitted to use the network for non-academic related bandwidth intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities.

D. BYOD Guidelines

1. Students may use a privately owned electronic "Internet ready" device on the SJCSD wireless network with teacher or administrator permission.
2. The use of a privately owned electronic device is to support and enhance instructional activities.
3. Students are not to share passwords and keep personal information private.

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

E. **Mobile Device Specifications for Student Devices**

Mobile Device Specifications

	Minimum Recommended		Ideal Recommended	
			Mobile Device Recommendations / Guidelines for Students	
	This document provides recommendations for the minimum specifications needed to have a device that can be successfully implemented in the SJCSD BYOD program. This list should be used as a guide as there are a variety of devices currently on the market. Not all devices may have the capability to integrate with all programs used in SJCSD. Individual schools may have additional recommendations specific to their school.			
	Minimum Recommended		Ideal Recommended	
Form factor	iPad (Grades K-2)	Laptop (Grades 3-12)	iPad/Win 10 Tablet (Grades K-2)	Laptop (Grades 3-12)
Storage & Memory Capacity	32 GB	64 GB, 4 GB RAM	128 GB	128 GB + 8 GB RAM
Operating System	iOS 9.1	Mac/PC 10.10/Win 7/8.1	iOS/PC 10.02/Win 10	Mac/PC 10.12 /Win 10
	We always recommend the latest operating system capable for each device			
Minimum Screen Size	9.7"		11"	
Minimum Battery Life	4 hours		6 hours +	
Wireless Capabilities	Dual-band (2.4Ghz and 5Ghz) 802.11n Wi-Fi Adapter		Dual-band (2.4Ghz and 5Ghz) 802.11ac Wi-Fi Adapter	

For the purpose of BYOD use in class, Smartphones are allowable at the direction of the teacher, but are not considered a suitable replacement for a tablet or laptop.

Android and/or Chromebook devices may be used, however, not all district applications are compatible with these devices (and operating systems).

F. **BYOD Website FAQ's**

1. **What is the goal of the BYOD Program?**

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

2. **What are the benefits of a BYOD Program?**

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

- Allows for personalized learning
- Supplements school resources and equipment

3. What does BYOD stand for?

BYOD means, "Bring Your Own Device".

4. Why am I filtered on my own device?

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

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

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

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

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

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

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

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

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

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

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

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

10. How will students be able to print?

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

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

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

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

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

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

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

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

14. Are there suggested accessories?

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

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

Please reference the recommended mobile device guidelines and specifications.

http://www.stjohns.k12.fl.us/byod/specs/

16. Who pays for the technology brought to school?

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

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

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

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

Families must stress the responsibilities their children have when bringing their own computing devices to school. Any student owned devices brought to school are their sole

responsibility. The District takes no responsibility to search for lost or stolen devices nor is there any assumption of financial responsibility for damaged, lost or stolen personal mobile devices.

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

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

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

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

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

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

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

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

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

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

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

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

25. **Will there be "charging stations" so my child's electronic device can be recharged?**

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

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

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

27. **When can a students' BYOD privilege be revoked?**

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

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

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

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

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

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

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

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

There is no guarantee that a student will not text friends or perform other unauthorized activities during school. Students will be instructed on appropriate times and ways the devices can be used. Students will also be instructed to put DEVICES AWAY when they are not completing a specific instructional task.

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

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

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

No. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any district staff

diagnose, repair, or work on a student's personal device. It is not the responsibility of the teachers or other school/district staff to troubleshoot individual devices.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9. Acceptable Use Procedures (AUP) for Students and Visitors

A. Acceptable Use of the Digital Network of the St. Johns County School District

- Students' use of the District's digital network, internet service and other electronic resources is a privilege. As a condition of that privilege, students must comply with this Acceptable Use
- Policy ("AUP"). The following general rules govern students' use of the District's digital network and technology resources:
- The use must be in support with the District's educational goals and policies.
- The use must comply with this Acceptable Use Policy ("AUP").
- The use must comply with the instructions of teachers and staff.
- The use must comport with the six pillars of CHARACTER COUNTS!
- Require that students who access our network with district or personally owned electronic equipment ANNUALLY sign this Acceptable Use Agreement electronically or by paper. Paper copies are to be kept on file at each school or district department.
- The use must comply with applicable laws and regulations, including (a) bullying and harassment and (b) copyright laws.

B. Prohibited Activities

The following are prohibited:

- Use that violates the Code of Conduct.
- Use of another individual's account or providing individual account information to another person.
- Use of the network for financial gain or for political or commercial activity.
- Attempting to send or sending anonymous messages of any kind or pretending to be someone else while sending a message.
- Attempting to access, modify, harm or destroy another user's data on the network.
- Harassing, insulting, ridiculing, attacking or defaming others via network communications.
- Attempting to subvert, defeat or disable installed web or network access filters, workstation security software, antivirus software or other features, network firewalls or other measures in place to secure the school district's technology resources.
- Use of unauthorized methods of access to St. Johns County School District technology resources such as modems and virtual private networks (VPN's), including the use of remote access software or services to access remote computer networks, workstations or servers from the district system.
- Attempting to transmit damaging agents (e.g., computer viruses, Trojan horses, worms) or otherwise willfully damaging or disrupting any computer facility, software, or data.
- Attempting to interfere with the normal operation of computers, terminals, peripherals, or networks.
- Usage which invades /compromises the privacy of others.
- Use or experimentation with software or hardware without written approval from the CIO.
- Willfully publishing, storing, displaying, transmitting, playing, or editing material that is obscene, threatening, profane, prurient, sexually suggestive or otherwise inappropriate.
- Changing, deleting or modifying Internet browser settings including hiding or deleting Internet history or records of Internet use.
- Use of the system for an unauthorized purpose.
- Broadcasting a WiFi signal or operating a personal Hotspots from personal devices.

C. Enforcement

Anyone who violates these procedures may be denied access to St. Johns County School District computing or technology resources and may be subject to disciplinary action, including possible expulsion. Alleged violations will be subject to the St. Johns County School District disciplinary procedures.

D. No Expectation of Privacy

There is no expectation of privacy in their use of the District system.

E. AUP Agreement

As a condition of the privilege of using the District system and technology resources, students are required to annually execute the District AUP Agreement found in the Forms Section of this Code of Conduct.

F. The Use and Operation of Personally Owned Technology Devices or Electronic Property (BYOD)

Students and visitors may utilize personally owned devices on the SJCSD Digital Network provided they adhere to the BYOD Policies noted in section 8.   These policies are also listed on the District website.

G. Additional Guidelines for Students

Student users must adhere to the following additional guidelines:

- Students will follow teacher instructions regarding the use of the St. Johns County digital network.
- Students must observe and adhere to all regulations when using any digital device on school campus or during sponsored events including cell phone use as outlined in the Student Conduct Code.
- Students will comply with the St. Johns County Digital Citizenship Guidelines.

Additional Rules Governing the Use of Video, Photo and/or Audio Recording Devices at School

This section addresses the use of devices that can record audio, photo or video content in the school environment, particularly the classroom. Such recording devices include:

- Smart Pen (i.e. Livescribe Echo), Personal audio recorder
- Mobile/Smart Phone (i.e. iPhone), Personal Media Player/MP3/MiniDisc Player (i.e. iPod)
- Mobile Tablet or Slate Device (i.e. iPad, Nexus), eReader (i.e. Nook, Kindle)
- Mobile Computer System capable of recording video, photo, audio (i.e. notebook, netbook)
- Digital or film-based Camera or video recorder
- Digital or film-based Audio Recorder (i.e. Cassette player)

General Rule:

Except at open house and public events as discussed below, students, parents and visitors are not allowed to videotape, photograph or make audio recordings while on school premises. All recording devices must be turned off at school. The purpose of this general rule is to foster an appropriate educational environment, prevent unwarranted disclosure of student images and information, and to comply with the requirements of the negotiated agreement with the St. Johns Education Association.

Open House and Public Events Exception.

Open house and public events are events where school premises are opened to the public or a segment of the public at the direction of the principal. They include: open houses, sporting events, plays, musicals, contests, fairs, fund raisers, awards/recognitions and theatre performances. They also

include off campus events such as graduations, contests, fund raisers and other school sponsored public events.

In the exercise of judgment and discretion, a principal may also allow videotaping or photographing under other circumstances, provided that appropriate steps are taken to prevent unwarranted disclosure of student images contrary to their directory information opt-out election and to avoid disruption of the educational environment.

H. Web Content Developed by Students

As part of class/course projects, students may be developing content on web page(s) that are published on the Internet. The following procedures apply:

- No web page content shall allow people accessing the web page enough information to contact any student directly or locate by providing a student's phone number, email address, location or any other private (non-directory) student information.
- As a precaution, teachers should avoid identifying students by using students' first names, initials, or other codes, or listing the teacher's name and a number for each student, within the web page and with all file names.
- Blogs in use by St. Johns County School District students must be registered with their local school or department and must have a designated teacher who is responsible for approving and/or publishing all content posted to the blog.
- Students are not authorized to share or post personal photos and other profile information to public or school district websites when using district or personally owned electronic devices on school property or during any school sponsored activities.
- The St. Johns County School District Information Technology Department does not warrant nor guarantee access or data integrity of student developed web content. Any and all web content created for class projects or course work should be backed up frequently using local resources.

Student Acceptable Use Procedures (AUP) Form and Student Bring Your Own Device (BYOD) Form

(Applies to students or visitors who wish to use the District's digital network)
(**Optional**: Applies to students or visitors who wish to Bring their own personal device in schools/offices)

Student or Visitor User (Applies to Student and Visitors)

I have read and agree to follow the St. Johns County School District's Acceptable Use Procedures for Students and Visitors.

Student/Visitor Name: _____ (please print)

School or Visitor Affiliation: _____ (school name)

Student/Visitor Signature: _____ Date:_____

Parent/Guardian Permission
(Required for Students to operate or access the District's digital network)

As the parent or guardian of this student, I have read, understand, and agree to the School District Acceptable Use Procedures for Students and Visitors for use of the District's Digital Network and the Internet. I give permission for my child to use the District's Digital Network in accordance with the Acceptable Use Procedures.

Parent/Guardian's name: _____ (please print)

Parent/Guardian's signature: _____ Date: _____

(Optional) Student or Visitor Bring Your Own Device (BYOD)
(Required for Students or visitors to operate personally owned technology devices in school)

As a student or visitor, I wish to bring my personal electronic device(s) to School or on District premises. I understand that responsibility for the care and use of this device belongs solely to me.

Requested Student Device(s): _____ (If applicable)

(Computer or mobile device make/model that can access the District network) (Excludes: Smartphones/cell phones)

School Administrator's Approval (School Designee)

The administrator verifies the user and approves their access to the St. Johns County School District Digital Network. Approval is also granted to use a personal electronic device, noted below (if applicable).

School Administrator's name/position: _____ (please print)

Administrator's signature: _____ Date: _____

10. District Technology Standards

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

All technology based hardware purchased by St. Johns County School District will meet or exceed the current district standard found in the District Technology Standard Hardware and Pricing.   Exceptions must be approved in writing by the IT Department.

B. Computer Hardware Purchased for District Use by Other Organizations
All computer hardware purchased for St. Johns County School District using SAC, PTO, or any other external funds, will meet or exceed the current district standard. These organizations shall also meet the District technology standards.

C. Donated Computer, Tablet or Printer Hardware
The St. Johns County School District is very appreciative of all donations. So that the most effective use of donated equipment occurs, minimum standards have been established. These standards ensure that the hardware will match our student/staff computing environment while minimizing maintenance support and re-configuration costs. Computer or printer equipment donated to the St. Johns County School District must meet or exceed the following specifications:

2018-2019 School Year Donation Minimum Standards for Computers/Printers:

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

Desktop	Notebook	iPad or iPad Mini
Intel Dual Core Processor or higher	Intel Dual Core Processor or higher	iOS 11 or higher
Only LCD monitors will be accepted	Only LCD monitors will be accepted	No 3G or 4G devices (only WiFi capable)
Running Mac OS 10.10 or higher	Running Mac OS 10.10 or higher	32 GB RAM minimum
8 GB RAM	4 GB RAM	iPad Air 2 or higher
250 GB Hard Drive or greater	250 GB Hard Drive or greater	iPad Mini
Ethernet Card Built-In Documentation verifying licensed copy of Operating System	Ethernet Card Built-In Documentation verifying licensed copy of Operating System	
Intel Dual Core Processor or higher	Intel Dual Core Processor or higher	

- **Windows-based systems**:

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

- **Printers**:
  With the lower cost of network and laser printers and cost to dispose, we will not be accepting any used printers as donations. Exceptions can be made by the Director of Purchasing.

- **Other Technology-based equipment**:
  Other equipment not listed above must be approved by the Principal, CIO and Director of Purchasing before any acceptance is given. Often, donated equipment requires unexpected additional costs (in both parts and labor) to function in our environment.

Principals and Department Directors have the option to decline any donated equipment they feel would not be conducive to their work or learning environment.

Donated technology equipment shall be pre-approved by the Director of Purchasing and Chief Information Officer. If approved, the appropriate asset inventory procedures should be followed.

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

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

F. Technology Learning Standards for Students

As part of the Strategic Plan, the District has begun to develop a K-12 continuum of Technology integration and develop scope and sequence for student technology skills in grades K-5 in 2016-17.

In addition, the District is exploring the use of the ISTE Standards for Students shown below:

Source: http://www.iste.org/standards/standards/for-students-2016

THE 2016 ISTE STANDARDS FOR STUDENTS

The 2016 ISTE Standards for Students emphasize the skills and qualities we want for students, enabling them to engage and thrive in a connected, digital world. The standards are designed for use by educators across the curriculum, with every age student, with a goal of cultivating these skills throughout a student's academic career. Both students and teachers will be responsible for achieving foundational technology skills to fully apply the standards. The reward, however, will be educators who skillfully mentor and inspire students to amplify learning with technology and challenge them to be agents of their own learning.

1 Empowered Learner
Students leverage technology to take an active role in choosing, achieving and demonstrating competency in their learning goals, informed by the learning sciences.
VIEW INDICATORS +

2 Digital Citizen
Students recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.
VIEW INDICATORS +

3 Knowledge Constructor
Students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others.
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4 Innovative Designer
Students use a variety of technologies within a design process to identify and solve problems by creating new, useful or imaginative solutions.
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5 Computational Thinker
Students develop and employ strategies for understanding and solving problems in ways that leverage the power of technological methods to develop and test solutions.
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6 Creative Communicator
Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goals.
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7 Global Collaborator
Students use digital tools to broaden their perspectives and enrich their learning by collaborating with others and working effectively in teams locally and globally.
VIEW INDICATORS +