



**Walton County School District
Instructional Technology Plan**

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Carlene H. Anderson, Superintendent of Schools

School Board Members:

Gail Smith – District 1

Faye Leddon – District 2

Sharon Roberts – District 3

Mark Davis – District 4

Dennis Wallace – District 5

Viewable at the following site: <http://www.walton.k12.fl.us/Technology/default.htm>

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Walton County School District Mission Statement

Walton County School District will be the best District in Florida by making decisions in the best interest of the students.

Guiding Principles

1. Students, the quality of instruction and services provided to students, and the needs of students will be central concerns in all decisions made in the Walton County School District.
2. Integrity, honesty, openness, and responsiveness are core values in the Walton County School District.
3. Decisions should be made as close to the point of implementation as possible and based on consideration of all available resources.
4. The schools belong to the community, whose input and partnerships are essential to effectively meet the needs of students.

Goals

1. To create a challenging, supportive educational environment that results in higher levels of achievement for all students. This includes reading with comprehension, writing clearly, computing accurately, thinking, reasoning, and using information to solve problems.
2. To provide leadership to agencies serving youth, ensuring family support and academic success.
3. To help all employees become educational leaders who provide responsible and innovative leadership to achieve effective instruction for all students.
4. To hold everyone in the school district accountable for contributing to the educational success of student achievement.
5. To create an organizational culture that considers employees to be its most valuable resource and invests in their professional growth and development.
6. To create within the entire community a sense of ownership of the schools and a belief that a quality public school system is an investment in the continued growth and prosperity of Walton County School District.

Instructional Technology Mission / Vision Statements

Mission Statement

The Walton County School District will foster a learning environment of 21st century technology learning opportunities that promote academic excellence, leading to global collaboration, digital citizenship, and a love for learning.

Vision Statement

Technology offers students an avenue to succeed as citizens in a global society in which information is growing at an incredible rate. Technology can improve communication, enhance thinking skills, make instruction more efficient and effective, and develop life skills critical to success. The Walton County School District will incorporate technology as a means of integrating curriculum across subject areas. Students and educators will be guaranteed opportunities to use technology as an integral part of education.

State of Florida Vision

As our society progresses into a global economy, which is increasingly dependent upon information, a critical component of education is the equitable and universal access to technology, media, and information resources.

General Introduction and Background

The Walton County School District Technology Plan vision statement, goals, and objectives speak to the task of preparing all students of today for the future. To accomplish this task, broad areas of technology-driven curriculum are being integrated into the classroom to improve student achievement. They include improving the capabilities of teachers, administrators, and support personnel through “Professional Learning”, applying technology to solve problems throughout the school district, and designing an equitable instructional program that will facilitate and permit each student to reach their intellectual potential and individual success.

Walton County teachers realize that in order to prepare their students to succeed in the "Information Age" they must use new approaches and tools in their classrooms. Students must actively seek knowledge, not just passively receive it. Students must learn to become more responsible for managing their own learning as they live in an age that will require productive citizens to engage in life-long learning.

Technological tools are essential in the learning experiences of students who will live all their working lives in today’s technology-driven environment. These tools include computers, the Internet, video, remote databases, electronic mail, distance learning, cell phones, portable devices and more technologies currently under development. To support these goals, every staff member must be dedicated to providing technology rich curriculum to all students.

Technology for Students

Walton County will promote the effective use of technology in the classroom as a tool to enhance student achievement through: research, creativity, productivity, communication, and entertainment. Walton County believes that by providing standards-based high-quality on-line resources for the students and their families, a sense of ownership and community will enhance the critical reading and research skills necessary for a successful future.

Technology for Staff

Walton County believes it is essential that all staff develop the same technology-enriched work-place tools that students are encouraged to use. Staff members who are involved in the learning process will increase productivity, communication, and daily management skills. Walton County is committed to providing effective tools and learning experiences to all staff members. A wide range of “Professional Learning” efforts are provided for all staff.

Walton County School District Profile

The Walton County School District is located in northwestern Florida. It is geographically large and geographically diverse: it covers 1,135 square miles, with 1,045 square miles of land and ninety square miles of water. Its elevations rise from sea level on the coast to 345', the highest point in Florida, near the Alabama line. The County can be divided into three distinct geographical sectors – southern, central, and northern.

The southernmost sector is bounded by the Choctawhatchee Bay, the Gulf of Mexico, and the Intra-Coastal Waterway. A large seasonal population is drawn to this coastal area by white sands and emerald-colored water. This sector is the largest area of Walton County's work force that provides employment in the leisure and hospitality industry. It is the most intensely developed area in the County and remains under the most development pressure.

The central sector is located between Eglin Air Force Base, Rock-Hill-Seven Runs Creek, and north of the Choctawhatchee Bay, Choctawhatchee River and the Intra-Coastal Waterway. This area provides mission support for Eglin Air Force Base. Its rich water resources, support commercial fishing and provides port facilities on LaGrange Bayou in the City of Freeport, where there are ship builders and an oil terminal.

The northern sector is the largest of the three, covering approximately seventy-five percent of the County. It extends from the Alabama state line to Eglin AFB and the Rock Hill-Seven Runs Creek area. This area has long been associated with agricultural and silvicultural activities, as reflected by the City of Paxton and its surrounding lands. The County seat is located in the City of DeFuniak Springs, which was settled early due to its location on an emerging railroad system. DeFuniak Springs was platted around a perfectly round spring-fed lake, and it boasts an historic district with 172 historic structures and two historic objects.

Walton County is also rural: Its estimated 2011 permanent population is 55,450. The County averages fifty-three people per square mile, which is in sharp contrast of the state average of 350 people per square mile. The County's three small municipalities have small populations. According to the 2010 census, DeFuniak Springs has 5,177 residents; the City of Freeport has 1,787; and the Town of Paxton has 644.

Likewise, the District's student population is small, with 7,929 students between Pre-K and twelfth grade as reported on October 18, 2012. Many of our students are economically disadvantaged: as of Fall 2012, 52% of them received free or reduced lunches. The race, ethnicity, and gender of our students are as follows:

Race/Ethnic Groups	
White	81%
Black	8%
Hispanic	7%
Other	4%

Gender Groups	
Male	53%
Female	47%

These students are served by six elementary schools, three middle schools, three high schools, one Pre-K12 combination school, one career technical school and three charter schools. The District prides itself in having such small community-scale schools, but it realizes that having a number of small schools scattered across a large geographic area can have disadvantages.

One disadvantage is that students are distanced from specialized instruction. The District realizes that technology can help overcome this disadvantage by providing its students with face-to-face learning opportunities at their own schools. The District realizes that through distance learning, students can experience worldwide culture, take advanced courses, participate in dual enrollment, and have vocational training without having to spend the time and bare the expense of commuting to central facilities.

The following technology plan provides the District the ways and means to deliver a quality education to all of its students so that they can thrive in rapidly evolving culture and economy.

Planning Process

Technology planning is accomplished by a combination of the district and school planning. The Walton County Communications and Technology Council will provide the organizational leadership to produce the district technology plan and any revision to the plan. This committee will consist of a broad representation across the district. The plan will be re-written in its entirety every five years and will be reviewed annually by the committee for necessary revisions and/or additions.

The planning process will consist of:

- Appointing members to the District Technology Planning Committee to include members of the community, business and industry.
- Individual school advisory councils or special technology committees at each school level accomplish school technology planning.
- Evaluating the current plan.
- Conducting a needs assessment.
- Establishing long-term and short-term goals which will include but not be limited to integration of technology in all areas of the curriculum, ESOL and special needs including students with disabilities, administrative needs and funding needs.
- Identifying funding sources.
- Writing the final plan.

Through the hard work of all stakeholders, many goals of the previous technology plan have been met. With technology changing at a rapid pace, Walton County is still in need of a paradigm shift to truly infuse technology into the curriculum.

The technology plan will be reviewed and recommended by the Instructional Technology Committee for approval to the School Board of Walton County. Following approval by the School Board, the plan will be submitted to the Florida Department of Education Office of Instructional Technology for final approval.

Career and Technical Education Division

The Walton Career Development Center and the Walton School District provides reinforcement to the Career and Technical Education programs at all of the District high schools, Emerald Coast Middle School and the general adult population of the county. The programs offered at Walton Career Development Center are offered day and evening and the Walton School District has an interagency articulation agreement with WCDC and Northwest Florida State College, which allows us to maximize the utilization of technology and project resources.

There are eleven Career and Technical Teachers (CTE) located at the district high schools, one at Emerald Coast Middle and twelve full time instructors at the WCDC.

Teachers utilize modules, simulation software and work based projects to afford the students a realistic view of real world experiences that are performed in diverse businesses and industries. Carl Perkins Federal funds are secured to enhance the programs with the purchase of supplementary tools, equipment, technology materials and supplies. These programs all provide students with opportunity to earn industry recognized industry certifications and the ability to articulation to other Career Technology Centers, Community Colleges, and four year college institutions.

Walton Career Development Center oversees all secondary CTE programs in the District as well as providing a wide range of programs at the postsecondary level. The Walton School District now has ten career academies that all give students the opportunity to earn industry certifications.

Emerald Coast Middle School is now operating a Microsoft Instructional Technology academy that gives student the opportunity to earn certifications in the Microsoft Office courses and take the credits earned to South Walton High which also operates the Institute of Information Technology Academy. Also at South Walton High is the Institute of Medical Sciences that gives students the opportunity to earn industry certifications as a Certified Nursing Assistant.

Freeport High has the Freeport Academy of Information Technology

Walton High has the Culinary Arts Academy and the Early Childhood Academy

Paxton School operates Academy of Information Technology, the Academy of Early Childhood Education and in the process of opening an academy in Turf Management.

Walton Career Development Center has academies in Information Technologies and Building Construction Technologies.

All of the academies listed above give high students the opportunity to earn industry certifications

At the postsecondary level the WCDC offers the following programs that all lead to industry certifications and/or licensures.

Automotive Technologies – ASE certified

Building Construction Technologies – NCCER certified certifications

Air Conditioning, Refrigeration and Heating Technologies I and II

Electricity – NCCER certifications

Business Computer Programming – Microsoft and other Industry Certifications

Computer Systems Technologies – Microsoft and other Industry Certifications

Network Support Services – Microsoft and other Industry Certifications

PC Support Services – Microsoft and other Industry Certifications

Administrative Assistant - Microsoft Certifications

Medical Administrative Specialist – Microsoft Certifications

Practical Nursing – licensed Practical Nurse

Nursing Assistant – Certified Nursing Assistant

Patient Care Technician – Entry Level Patient Care

Cosmetology – Licensed Cosmetologist

The Instruction Technology department provides technical assistant to WCDC and to Walton High by completing work orders on equipment and in some cases software issues.

Exceptional Student Education

The Department of Exceptional Student Education assists the schools by providing a free and appropriate public education for all students with disabilities, ages 3-21. The Individuals with Disabilities Education Act (IDEA) require that all students be provided with assistive technologies technology as needed for delivery of a free and appropriate education. The Individual Educational Plan team decides which approach to take based on the student's needs.

Twelve percent of Walton County School District student population is enrollment in a Exceptional Student Education program. Many of these students are mainstreamed into regular classes.

Technology for students with exceptional needs goes beyond a computer. In the Exceptional Student world, technology is an assistive, adaptive, or augmentative device that permits a student to access education. Resources, including software and hardware, will be provided to these students, Exceptional Student Education contacts, Psychologists, and Speech Pathologists. Resources provided to staff members will be used to help provide the best possible learning environment in the least restrictive environment.

The mission of the Department of Exceptional Student Education is to identify and meet the unique educational needs of exceptional students, and in addition provide support and resources to enhance educational opportunities so they may become productive citizens.

Exceptional Student Education programs and services address the unique needs of students who are gifted in kindergarten through 12th grade and those with mild, moderate and severe disabilities from age three until they graduate with a regular diploma or through their 21st birthday. These programs and services are designed to assist students in reaching their educational goals using instructional and behavioral approaches, which are research-based and exemplify best practices. Creative technology is infused to meet student needs as they progress.

Assistive Technology Philosophy

Students with disabilities often require accommodation, modifications, and assistive technology solutions in order to participate in and benefit from the general education curriculum and the individualized education that is provided through special education programs. As a result, general education teachers must work collaboratively with special education teachers, related service providers such as speech-language pathologists, occupational and physical therapists, assistive technology specialist and parents to identify and implement support strategies that are appropriate for students based on their unique needs. Appropriate support strategies are identified and documented during the development and review of students' Individualized Educational Plans (IEP) and Section 504 Accommodation Plans. All educators working with the student must work together to implement the support strategies and to monitor the use of the strategies to determine effectiveness and make changes in the students' intervention programs.

Classroom strategies include accommodation, modifications, and assistive technology solutions that are used by students with disabilities to enhance their participation and achievement in typical classroom activities.

Assistive Technology service and devices are reflected by a continuum from consultation, brainstorming, low tech devices, evaluation, training and implementation of highly specialized software or devices. Assistive Technology can be classified according to the task for which it is helpful:

- A. Computer Access
- B. Motor aspects of writing
- C. Augmentative Communication
- D. Reading
- E. Learning / Studying
- F. Math
- G. Recreation and Leisure
- H. Activities of Daily Living
- I. Control of the Environment
- J. Mobility
- K. Vision
- L. Hearing
- M. Vocational

Assistive Technology Services and Assessments

Assistive Technology (AT) is a related service and, as such, referrals are made through the IEP team. AT services are provided in order for the student to participate in and benefit from Special Education. Services are not provided to students who have not already been identified as having a disability. AT assessments are on an ongoing process and not a one-time event. The Local Assistive Technology Specialist (LATS) will coordinate the assessment and trial process. The responsibility of implementation lies with the entire IEP team serving the student. Specialists such as ESE Teachers, Speech Pathologists, Teachers of the Visually Impaired, Occupational and Physical Therapists will be called upon to contribute information during the assessment process. Various strategies, devices and / or software may be placed with the student on a trial basis to determine which is most effective. Then recommendations are made for the rental or purchase of the item(s). Items purchased by the school district remain the property of the district and therefore must be returned if the student leaves the district or graduates.

An Assistive Technology Device is defined by IDEA as any item, piece of equipment or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities.

Needs Assessments

The District Instructional Technology Committee reviews the needs assessment information communicated by stakeholders. Instruments for gathering that input include but are not limited to the following:

- Comprehensive planning process
- Division of Technology work order system
- Florida Innovates Survey
- Input from District / School Technology Committees
- Input from School Technology Resource Teacher meetings
- Inventory of Teacher Technology Skills (ITTS)
- Professional development survey
- Project list/facility requests
- Technology survey of district departments
- Technology survey of schools
- Technology survey of teachers

The leadership for the needs assessment process will be provided by the District Technology Committee. Major aspects of the process will include, but are not limited to:

- Analyzing all data collected
- Assessing the integration of technology in all areas of the Curriculum, ESOL, and Special Needs, including students with disabilities
- Assessing the numbers and types of technology and telecommunications available to students and staff members
- Assessing the training needs of personnel
- Developing partnerships with community, business and industry
- Seeking input from district and school staff related to their major concerns
- Using an involvement process to make a final determination of short and long term goals

Identification of District Technology Needs

Area	Administrative	Instructional
<h1 style="margin: 0;">Telecommunication Services</h1>	<ul style="list-style-type: none"> • Add GPS capability to buses, with real time mapping • Continue providing cell phones with 2-way connection • Expand fiber back bone and network to 10gigE standards • Explore alternatives forms of communications 3/4G/LGE, cable, etc • Explore BPL – broadband over power lines • Continue providing mobile broadband access to email as needed • Lease/purchase VOIP telephone System • Maintain and upgrade internet access and e-mail for all personnel and students • Provide and/or expand video conferencing • Provide SLER radios to all district sites • Use internet capability for fingerprinting and background checks • Maintain notification system for parent notification of student absentee/emergency notification • Provide emergency back-up analog phone, dedicated hard wire phone in case of power outage • Expand wireless capabilities to all district sites 	<ul style="list-style-type: none"> • Create a webpage policy for teachers and students • Establish a student network log-in • Establish a student e-mail policy for implementation and use • Provide televisions with closed captioning capability • Provide and/or expand video conferencing • Upgrade television production studio

Area	Administrative	Instructional
<h1>Programming</h1>	<ul style="list-style-type: none"> • Develop electronic forms (field trips, vans, etc.) • Establish a data warehouse • Revise all electronic personnel forms • Tailor the Management Information System, MIS (Gateway/Focus) to district needs – report cards, parent portals, report cards, teacher certification determination • Update website to include an online employment application process • Develop and update parent notification information 	<ul style="list-style-type: none"> • Host teacher web pages • Provide online and face-to-face professional learning

Area	Administrative	Instructional
<h1>Technology Infrastructure</h1>	<ul style="list-style-type: none"> • Conduct electrical evaluations of schools • Ensure that each school LAN is adequately maintained to support the demand • Expand network throughput to 1Gb at all locations • Maintain 1GB fiber backbone and network to each site • Upgrade and maintain 1GB wired desktops and 100 MB to wireless devices • Upgrade school site internal backbone network to 10GB from current minimum of 100MB/1GB • Upgrade LAN and WAN monitoring capabilities • Upgrade equipment as necessary to stay current with latest technology • Maintain a standard of wireless access points that are secure and manageable • Maintain LAN networks at each site • Prepare for electronic text book implementation • Prepare for student/staff owned technology devices • Provide the ability to accommodate streaming video to the desktop • Replace aging servers district wide. • Replace routers at each location as needed • Upgrade network for power over Ethernet • Provide for appropriate software management tools for wired and wireless district owned and personal devices • Comply with state auditors recommendations • Provide for day to day operations for an enterprise class network • Move toward more cloud based computing 	<ul style="list-style-type: none"> • Establish standards for secure wireless access for each location • Adhere to industry standards for secure wireless access for each location • Ensure that all new or remodeled structures comply with current technology standards • Expand school access speed as needed • Expand the internet access speed as needed • Inform staff as to the topological lay out of the network to provide better understanding of computers and networks

Area	Administrative	Instructional
Technical Support	<ul style="list-style-type: none"> • Improve district level technical support • Maintain staffed helpdesk support • Increase the use of remote assistance 	<ul style="list-style-type: none"> • Provide school based technical support on a part-time basis

Training

Area	Administrative	Instructional
	<ul style="list-style-type: none"> • Adopt technology standards for teachers, students and administrators • Explore the use of community technology centers that include opportunities for parents and community members to learn and become aware of resources provided by the district/schools and provide access to computers for educational use • Expand the use of electronic staff learning records to include in-service offerings, announcements, signup, and assessment • Maintain/expand on-line training. • Provide different delivery methods of training (video conferencing, web training) • Provide training and modeling on the effective integration of technology • Provide training based on needs as indicated by surveys, data and legislative mandates • Provide training for new employees on key software programs • Provide training on cyber hostilities • Provide training on security • Provide trainings that include an effective follow up method • Recognize (administration) the importance of teacher training and the need for students, teachers and administrators to meet technology standards • Train administration on how to check usage reports to determine the level use of technology by teachers (grade books, lesson plans, etc) • Train administration on how to evaluate teacher technology skills 	<ul style="list-style-type: none"> • Adopt technology standards for teachers and students • Convert some face-to-face technology trainings to online • Expand the use of electronic staff learning records to include in-service offerings, announcements, signup, and assessment • Maintain/expand on-line training • Provide different delivery methods of training (video conference, web training) • Provide training and lesson plans regarding cyber bullying and intimidations across multiple platforms • Provide training and modeling on the effective integration of technology • Provide training based on needs as indicated by surveys, data and legislative mandates • Provide training on key software programs to new teachers • Provide trainings that include an effective follow up method

Area	Administrative	Instructional
Equipment	<ul style="list-style-type: none"> • Maintain virtualization solutions • Cost effective use of printers • Ensure computer desktop security and appropriate web usage • Establish plans (by schools and district departments) for updating and/or replacing computers used for administrative purposes (bookkeeping, finance, etc.) • Expand the use of virtual servers and disaster recovery • Keep accurate records on technology inventory • Provide security using video surveillance equipment and other means • Utilize funding to build out cloud based computing • Utilize funding to provide dedicated teacher workstations/laptops • Expand 21st Century Classroom equipment district wide 	<ul style="list-style-type: none"> • Cost effective use of printers with recommended printer standards • Establish equipment plans at the schools to ensure that obsolete equipment is upgraded or replaced as needed • Provide all teachers with a dedicated teacher workstation/laptop with minimum requirements to run required teacher programs • Provide teachers with training as required
Software	<ul style="list-style-type: none"> • Continue development of electronic forms • Develop a web portal, with single sign on to all critical content • Establish a process for identifying/specifying software needs, reviewing choices, implementation and evaluating results • Maintain data warehouses • Establish a process for identifying/specifying software needs, reviewing choices, implementation and evaluating results • Establish a timeline/cycle for district software upgrades • Implement district-wide software purchases for standardization • Implementation of Local Instructional Improvement System as required • Investigate/purchase software for maintenance and inventory records for fuel, supplies, services, and parts • Provide web conferencing for professional learning • Provide software and camera for creation of photo identification cards 	<ul style="list-style-type: none"> • Maintain data warehouses • Establish and utilize a process for identifying/specifying software needs, reviewing choices, implementation and evaluating results • Explore ways to merge data from different sources into one location. Establish a process for identifying/specifying software needs, reviewing choices, implementation and evaluating results • Provide for web conferencing to use in classroom instruction • Provide software for curriculum mapping

Area	Administrative	Instructional
<h1 style="margin: 0;">Assistive Technology</h1>	<ul style="list-style-type: none"> • Comply with IDEA and ADA requirements • Increase awareness and demonstrate use of available assistive software and features • Provide awareness sessions, training and flyers for administration and teachers to inform them of the availability and use of assistive technology 	<ul style="list-style-type: none"> • Ensure access for all students using currently available Operating System features • Provide assistive technology as needed

District Technology Goals

Goal I: Improve student academic achievement through the use of technology.

Short Term Goals:

1. Continue the ongoing promotion of the effective use of technology to implement the Next Generation Sunshine State Standards (NGSSS) and Common Core State Standards (CCSS) to improve the performance of all students.
2. Continue to promote the availability of assistive technology to meet the educational requirements of No Child Left Behind in assisting all students, including those with special needs.
3. Develop a district-wide evaluative process to determine current software products that meet student academic needs and align to the NGSSS and CCSS.
4. Develop business partnerships to remain informed of current trends involving technological advancements.
5. Develop Software Evaluation Tool.
6. Evaluate/inventory current software products to determine their effectiveness.
7. Increase utilization of current vocational and business applications to prepare students for real-world experiences (productivity software products, graphic software, etc.).
8. Provide students access to a variety of current instructional technology and resources.
9. Research the development or adoption of curriculum based on the NGSSS, CCSS and NETS
10. Select and implement the utilization of an electronic curriculum mapping tool to provide focus and direction for instruction.
11. Select instructional materials that integrate technology.
 - a. Teachers will facilitate the use of project-based learning and student-centered activities which incorporate technology to increase student achievement.
 - b. Teachers will utilize technology in their classrooms to provide individual accommodations so that all students can make adequate progress toward performance standards and outcomes.
 - c. Teachers will work with students to use technology as presentation tools for curriculum assignments (e.g., presentation software, spreadsheets, and database).
12. Use Performance Matters system to monitor student progress.

Goal II: Ensure equitable and effective access to technology for all school and district stakeholders.

Short Term Goals:

1. Ensure the availability of assistive technology resources to meet the requirements of students or staff with special needs.
2. Provide training to staff on use of technology devices to comply with IDEA and ADA requirements.
3. Conduct electrical evaluations of schools and district buildings.
4. Continue to provide cell phones with 2-way connection to facilitate communication between district support staff and schools.
5. Develop a district-wide replacement plan for hardware based on a 3-5 year cycle.
6. Develop a plan to provide video conferencing for instructional and training purposes.
7. Develop standards for secure wireless access for each location.
8. Ensure that each school and district office LAN is adequately maintained to support the demand by replacing network equipment and network cabling with current technology and optimizing network topologies.
9. Expand network bandwidth to all location to a range of 1GB fiber.
10. Utilization of Voice over Internet Protocol (VoIP).
11. Increase district-level technical support as demand increases.
12. Maintain and improve server infrastructure for reliability and disaster recovery.
13. Maintain and increase technology security through use of software and education.
14. Maintain and update Internet and e-mail access.
15. Provide dedicated computer workstations to all personnel that meet minimum specifications as determined by Technology Information Services Department.
16. Provide / acquire computers and bandwidth for online testing as required by Florida Department of Education without hindering current instructional technology access.

Goal III: Increase technological knowledge and use for all school and district stakeholders.

Short Term Goals:

1. Adopt and implement National Educational Technology Standards (NETS) for teachers, students and administrators. (Appendix A).
2. Allocate equitable funding / time for training of all stakeholders.
3. Continue to fund allocations for school and district level Technology Contacts.
4. Continue with the train the trainer model, incorporating varied methods of delivery, providing all areas of the educational system with trained personnel creating a network of knowledgeable professionals.
5. Continue training and modeling the effective integration of technology into current teaching methods.
6. Ensure that training facilities and resources are available and equitable to all stakeholders.
7. Ensure the accountability of staff development by developing a process for evaluating the effectiveness of technology staff development methods including train the trainer, documenting a method of follow up, and ensuring that training is delivered to the intended audience.
8. Promote the use of technology in day to day activities in the educational environment by using:
 - a. electronic forms, surveys, evaluations and calendars
 - b. electronic methods of recordkeeping and data management
 - c. productivity software for book reports, graphing and other student assignments
 - d. technology tools and resources for managing and communicating information (i.e. finances, schedules, addresses, purchases, correspondence, etc.)
9. Provide staff development for employees on safe use of online resources.
10. Provide students direct instruction on safe use of online resources. (i.e., Internet, email, blogs, chat rooms, cyber bullying and online gaming).
11. Maintain instructional evaluation instruments to include technology literacy.

Goal IV: Increase productivity and efficiency through the use of technology.

Short Term Goals:

1. Achieve 75-100% participation of administrations and supporting clerical staff in technology-related training annually with the focus of training on integration of technology in current positions.
2. Achieve 75-100% participation of teachers in technology-related training annually with the focus of training on technology/curriculum integration.
3. Ensure a plan that keeps existing school software updated
4. Continue development of policies and procedures for all electronic media tools (i.e., web pages, student e-mail, internet use, etc.)
5. Continue offering more on-line and on-demand classes for Professional Development.
6. Continue to progress towards more electronic data collection, analysis, forms, inventorying, processing, filing, information, etc. For example:
 - a. Document scanning
 - b. Background checking software
 - c. Bar code scanning for media centers
 - e. Electronic fieldtrip form
 - f. On line application
 - g. Photo ID camera and software
 - k. Web conferencing for professional development
7. Develop a process for identifying and specifying software needs, reviewing choices and evaluating results.
8. Improve campus and transportation safety by continuing to update telecommunications technology services such as surveillance video cameras in schools and buses
9. Increase technical support to meet district demands.

Budget and Funding Plan

Plan and Funding Sources

The District uses a combination of multiple funding sources for district-wide technology needs. These include both recurring and nonrecurring funds from the general fund, capital outlay funds, and federal funding. Funding for additional technology acquisitions and training is provided using federal, state, general operating and local capital improvement funds. The District will continue to use these (and other) funding sources in the implementation of the District Technology Plan.

The funding plan is updated annually to ensure that a sufficient budget is provided to acquire, support, and maintain essential hardware, software, professional learning and other services needed to implement strategies identified for improving educational services. The identification of priority technology funding needs is determined during the annual comprehensive planning and budgeting process and annual review of the district technology plan and needs assessment. This process begins at the local school level and culminates at the district level with input from school improvement committees, district level administration, school board members and business and community leaders.

The schools in Walton County are connected to the district office through a fiber connection. All classrooms have access to the internet for instructional purposes. E-rate funding is utilized to support this connectivity. The District's portion of the cost is funded from Capital Outlay funds and General Operating Funds.

A Tech Contact allocation is provided to each school. The Tech Contact is paid a supplemental stipend for additional duties over and beyond normal responsibilities. The Tech Contact conducts initial troubleshooting and repairs issues at the school site. If the Tech Contact is unable to take care of the issue, a work order is submitted to the Instructional Technology Department.

Sufficient Budget for Acquisition and Maintenance

The identification of priorities for technology spending occurs through the annual planning and budgeting process.

The following areas are considered in the budgeting process for acquisition and maintenance:

- All district schools are connected to the district's high-speed wide area network, and all schools have local area networks. All classrooms have access to the Internet for classroom instruction. All administrative areas have adequate equipment and access to the wide area network and the Internet. The district will apply for E-Rate funds and use district discretionary funds to support these lines.
- The district uses Gateway / Focus application for its student information system and electronic grade book. An annual contract between the district and Gateway / Focus provides support, training, and software updates.
- The district utilizes the Performance Matters application for data analysis.
- The district uses Microsoft Outlook to provide e-mail access for all personnel. Upgrades to the Microsoft Exchange Server will be made as necessary to provide for growth and enhancements in such features as instant messaging capability and internet access to shared calendar folders.
- Training is provided in a variety of ways. The district assists schools, departments and outside vendors in training endeavors. District wide technology workshops are scheduled on an as-needed basis.
- The district currently employs the following staff members to assist schools in the area of technology: Facilities Director, Instructional Learning Specialists, Network Analyst, Software Specialist, Hardware Specialist, Assistive Technology Specialist and Computer Technicians.

Technology Acquisition Plan

Identification of Appropriate Technology

Current, emerging and future technology, including hardware, web-based applications, and software, will be evaluated and applied to the goals and needs of the district as identified in the district technology plan and school improvement plans. With the assistance of district personnel, each principal will analyze school-level data and develop strategies to meet school improvement goals cooperatively developed with the school advisory council to identify appropriate technology. Data-driven decisions will be made from all tools listed in the needs assessment and goals section in an effort to increase achievement of the Next Generation Sunshine State Standards (NGSSS), Common Core State Standards (CCSS) and National Educational Technology Standards (NETS) improve school accountability factors such as discipline and attendance, and implement innovative practices that encourage students to stay in school. Telephone services are essential tools for communicating with parents regarding student progress in meeting standards, as well as discipline and attendance issues.

- Appropriate instructional technologies will also be identified using the following:
 1. District-wide instructional software evaluative tool will be developed and used when purchasing instructional software.
 - a. Using the evaluation tool, schools will determine if current software addresses the NGSSS, CCSS, and National Educational Technology Standards (NETS) and has a positive impact on student achievement.
 - b. The evaluation tool will be used for future purchases of instructional software.
 2. School/State data will be a determining factor in the acquisition of instructional software.
- Using the district-wide evaluation tool, instructional software will be assessed based by its ability to:
 1. Align to the NGSSS, CCSS and NETS.
 2. Meet the identified instructional needs of targeted students.
 3. Meet the needs of students with varying learning styles and assist those with special needs and students with disabilities.
- Acquisition of grade-appropriate, up-to-date technologies in sufficient quantities to accommodate student and staff needs for instruction and assessment will be determined annually through the needs assessment process or as needed throughout the school year. This process will:
 1. Standardize the district's technology acquisition.
 2. Ensure the software and hardware meet minimum requirements and are supported by the Instructional Technology Department
 3. Align with the NGSSS, CCSS, and NETS for students, teachers, and administrative staff.

- Technology related purchasing acquisitions will be determined by:
 1. Guidelines set forth in the District Technology Plan and school technology plans.
 2. Recommendations made by the Instructional Technology Committee or Instructional Technology Department
 3. Guidelines listed in the WCSD Workstation Requirements.
 4. District-wide software evaluation tool
 5. NGSSS, CCSS and NETS
 6. Comprehensive planning process.

Support for Online Assessments

As we move to web based delivery of assessments, courses, and digital content, students need sufficient access to computers. Computers utilized for online testing must be considered modern. This means that they are internet and multimedia capable and have been purchased within the past five years. The location of a student-use computer in the school is often an indicator of how that computer is primarily utilized during the school day.

Integrating technology into the curriculum will promote a higher success rate by acclimating students to the same technology utilized on assessments. To achieve this goal we will continually assess the student to computer ratios not only in the labs but in the classrooms as well.

Internet and Network Access

Access

Viable educational components and technology tools must be available with access for all. Teachers, students, and staff members should have high speed access to the Internet. Teachers, students, staff members, and parents must have access in order to utilize technology effectively as an instructional tool. Technology-based instructional lessons and units that support the NGSSS, NETS and CCSS are encouraged by all principals for each program: basic, exceptional, English for Speakers of Other Languages (ESOL), dropout prevention, and career technical education.

The district provides equitable and effective access to telecommunications and other technologies to support teaching and learning through:

- Network access to every classroom and administrative office
- Computer workstations that meet current minimum specifications for teachers and staff
- Access to online instructional and training resources for students, teachers, staff and parents
- Software and equipment to students with special needs as identified through the IEP (Individual Education Program) or 504 procedures
- Identifying and addressing school and district level needs through the annual comprehensive planning process and needs assessment
- Access to data for decision making from school, district and state level databases

Acquisition Timetable

The district will allocate discretionary funds in a manner designed to achieve the best possible student outcomes and in an equitable fashion. As demonstrated in the funding plan section, many fund sources can be used to enhance technology. Input will be received from principals, based on their school technology team's efforts. Proposals will be entertained whenever funds become available. The district goal is to allocate funds that ensure equitable access to all teachers and students.

Acceptable Use Policy

The District has defined acceptable use policies for access to all systems including the Internet/World Wide Web. (See Appendix B) These policies and procedures are defined in the following documents:

- School Board of Walton County Policy - Technology Plan and Electronic Communications Use
- Code of Student Conduct – Violating Internet Policy, Rules and Regulations or Inappropriate Use of the Network
- School Board of Walton County – Student Network Access Permission & Internet Safety Contract
- School Board of Walton County – Non-Student Network Access Permission & Internet Safety Contract
- School Board of Walton County – Network Access Request
- IT Policies and Procedures Manual and Receipt (The manual is a separate document and does not included in the appendix)
- School Board of Walton County Social Media policy

Student Network and Internet Acceptable Use and Safety

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning to harness and utilize the vast, diverse, and unique resources available on the Internet. The District's Internet system is intended for educational purposes. The District's Internet system has not been established as a public access service or a public forum. The District has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with educational purposes. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The District encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work.

The Internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, the District may not be able to technologically limit access to services through the District's Internet connection to only those that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness, access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The District has implemented technology protection, utilizing software and hardware measures which monitor, block, and filter Internet access to visual displays that are obscene, pornographic, or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the School Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Students and staff members are responsible for good behavior on the District's computers and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Walton County School District does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying procedures. Users who disregard this policy and its accompanying procedures may have their user privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the District's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying procedures.

Technology Protection Measure

The District provides a technology protection measure that blocks and filters Internet access to visual depictions that are obscene, pornographic, or harmful to minors which complies with the Child Internet Protection Act (CIPA). In addition, the District provides educational material for classroom instruction on awareness and response to cyber-bullying, social networking and appropriate online behavior.

User Support Plan

Network Management

The wide area network includes an online interactive network management protocol. Built-in software on Enterasys and other switches at main locations provides information on port-level statistics and management. Some switches and routers can be managed from internal locations. Unmanaged switches will be replaced with managed switches at main locations on an ongoing basis.

End user management is accomplished with remote access software. This allows technicians control of end users' equipment in order to perform software installs and troubleshooting. Using remote management software allows for faster repairs and maximum uptime.

Network monitoring to ensure performance and security is accomplished with protocol analyzers, system logs, and bandwidth tools.

Internet access is restricted utilizing content filtering software to comply with the Child Internet Protection Act (CIPA).

Firewalls are employed to protect our internal network from viruses, Internet attacks, and malware (malicious software). This increases performance on access to our network and the Internet, and mitigates downtime.

Hardware firewalls are employed to protect our internal network from viruses, Internet attacks, and malware (malicious software). This increases performance on access to our network and the Internet, and mitigates downtime.

Sophos Antivirus products are utilized to prevent damages and data loss. We have also implemented Symantec Backup Exec to backup mission critical systems. The district is exploring the ability to implement off site backups for data and hardware.

Equipment Maintenance and Replacement

Equipment standardization will be maintained to ensure compatibility, minimize downtime, and provide an efficient service level.

Equipment maintenance, initiated by a technical work order system, is provided by the Instructional Technology Department (ITD) division. An ITD technician is available during school hours. The Information and Technology division will make decisions on whether equipment should be repaired or replaced.

The continual reduction in cost of new hardware has resulted in quicker replacement and less repair of hardware. Major repairs often cost more than the purchase cost of new or refurbished hardware.

The district ITD department maintains all administrative hardware and software. Using district specifications, hardware for site administrators is replaced as needed. All other school level replacements are determined by school technology plans.

The Director of ITD/Facilities and staff members assist in technology purchasing decisions. Recommendations from vendors and consultants may be considered. Final purchasing decisions will be reviewed by appropriate ITD staff prior to purchase.

District Training Plan

Professional Learning Plans

Staff development is a key component to ensure teachers are utilizing technology daily in the classroom. In turn, the effective use will not only help students achieve the NGSSS, NETS and CCSS but also replicate the real world dependence on technology as evidenced in the new millennium.

An increasing number of staff development opportunities offered by the district include infusion of technology into the subject matter. In addition the district provides educational material for classroom instruction on awareness and response to cyber bullying, social networking and appropriate online behavior.

Provisions for increasing the use of technology in classrooms and media centers will include:

- Development and acquisition of new programs and software that promote the integration of technology into everyday curricular needs
- District and school level technology leaders will work with teachers and administrators to identify appropriate software for the integration of technology. Efforts will be made to better utilize existing program
- Media Specialists will use media center resources to help teachers integrate technology where applicable. Training in the area of integrating technology into the curriculum will be provided to media specialists as needed
- The Integration of technology is a meaningful component within all curriculum workshops and district-level coordination of training and support
- The Instructional Technology, Curriculum and Human Resources Departments will work together to ensure that curriculum training offerings include the integration of technology where applicable
- The district will integrate NETS standards for administration, teachers, and students.

Ensuring adequate facilities, instructors, materials, equipment and funding for professional learning;

- Outside consultants are hired to provide training as needed
- The Instructional Technology Department will utilize a Professional Learning Specialist
- The district maintains a training facility
- The district will provide high quality progressive, technology training for all teachers
- The district will explore the use of more site based training
- The district will continue to explore and expand online training opportunities for teachers
- Different methods of delivering content will be explored; i.e., videotaped training sessions, development of web-based training, etc.

Ongoing Training and Technical Assistance

Sources of ongoing training and technical assistance made available to teachers and administrators served by the district are:

- Northwest Florida State Collage
- PAEC
- Florida Center for Instructional Technology
- Outside consultants and vendor-provided training
- Conferences and workshops such as the Florida Educational Technology Conference
- Program-specific workshops offered by the IT Department for non-instructional personnel (i.e., word process, spreadsheets, database)
- Program-specific workshops are provided by the district for instructional personnel (i.e., Integrating Technology into Language Arts, Math, Science, and Social Studies; web page development)
- Programs and grants are provided through PAEC, FDLRS, RTTT and other programs

A list of ongoing trainings will be available to teachers and other staff members on the district website and on the PAEC website.

Program Evaluation

The impact of technology throughout the district will be measured using a variety of tools. An increased number of computer generated reports or technology-centered student assignments will reflect growth in the use of technology. The newly revised performance appraisal instrument evaluates teacher effectiveness in integrating technology into the classroom. Teachers are encouraged to include integration of technology into the classroom as a goal in their Professional Learning plan.

The ongoing evaluation of how acquired technologies are being integrated into the school curriculum will also include but not be limited to:

- Annual Florida Innovates survey
- Teacher technology survey
- Usage reports
- Classroom observations
- Lesson plan documentation

Student Achievement

The ongoing evaluation of how technologies are affecting student achievement and progress toward meeting the educational goals of the Next Generation Sunshine State Standards (NGSSS) and Common Core State Standards (CCSS) will include but not be limited to:

- Improvement in standardized assessment scores
- Improvement in graduation rate
- Technology usage report
- Student evaluation software reports
- Progress Monitoring Reporting Network (PMRN) reports
- Professional development report

Mid-Course Correction

The process used to facilitate mid-course corrections in response to new developments and opportunities as they arise will include:

- Input from monthly technology resource and administrative meetings
- Quarterly District Technology Committee meetings
- Input from annual district comprehensive planning process
- Changes in legislation and / or School Board policy

E-rate Program Planning

Walton County Schools are using the following telecommunication services to improve education:

- Fiber Wide Area Network (WAN)
- Cellular Phone Service
- Broadband cellular / data services
- Telephone Service

Goals and Strategies

The addition of a fiber network allows Walton County Schools to meet many of the goals and objectives established for the students and staff in the district technology plan. The higher bandwidth with voice / data / video capabilities enables several district-wide programs to be used to improve education: Online Assessments, FCAT Explorer, Individual Educational Plan (IEP), Gateway / Focus, and Exchange e-mail system, and the Progress Monitoring and Reporting Network (PMRN). Gateway / Focus enables the district to store all student data and provides access to student data by district and school staff. Gateway / Terms allows financial information to be readily accessible to appropriate district and school staff. ePDC allows instructional staff to keep track of professional development training.

The high bandwidth with voice / data / video capabilities enables the following goals to be addressed more effectively and efficiently:

- Goal I: Improve student academic achievement through the use of technology
- Goal II: Ensure equitable and effective access to technology for all school, district and community stakeholders
- Goal III: Increase technological knowledge and use for all school, district and community stakeholders
- Goal IV: Increase productivity and efficiency through the use of technology

Cell Phones with two-way radio capabilities enable communications to occur in a timely manner between district office staff and school staff. This ability allows problems and questions related to software, hardware, student information, staff development, and finance to be taken care of judiciously. The cell phones also assist in providing a safe school environment that is conducive to learning.

Local and long distance telephone service provides a sufficient resource to meet staff and student needs. The service enables staff at different locations to communicate concerning the many issues that affect students (i.e. curriculum, attendance, grades, school events, and facilities). Effective communication is enabled between district staff and school staff regarding staff issues (i.e. finance, payroll, retirement, staff development). Staff, at the district and school level is able to communicate with parents and students about matters of concern (i.e. grades, attendance, homework assignments, student illness, and participation in school events).

This service helps to meet the following goals:

- Goal I: Improve student academic achievement through the use of technology
- Goal II: Ensure equitable and effective access to technology for all school, district and community stakeholders
- Goal III: Increase technological knowledge and use for all school, district and community stakeholders
- Goal IV: Increase productivity and efficiency through the use of technology

Professional Learning

Several different strategies are utilized to ensure that personnel know how to use the new technologies to improve education.

Fiber Optic WAN provides interconnectivity to all District sites. One strategy is to use a train-the-trainer model which provides training in new technologies. The technology committee meets monthly. The school technology contacts receive training in new technologies and software applications. In turn, the contacts provide the training to their individual school staffs. Training has been provided in the use of several different programs that have been made possible by the installation of fiber: FCAT Explorer, Gateway / Focus, Individual Educational Plan (IEP) and Exchange, Progress Monitoring and Reporting (PMRN).

Instructional Technology Department staff will provide training to the district office staff on the use of new technologies. Online training provides another strategy for professional development. Through the use of electronic learning, teachers and staff are able to receive training in the use of various programs that can be used to enhance student achievement.

Cell phone training is provided by an outside source as needed. The vendor provides training in the use of the cell phones to each person who receives a cell phone. The training covers all the features of the phone: answering a call, ending a call, storing phone numbers for easy access, editing numbers, deleting numbers and use of the two-way radio feature.

Employees district wide, will receive training on the ShoreTel phone system which includes local and long distance phone service.

Ongoing Assessments

Assessments are conducted annually and indicators evaluated for improvement of educational needs. Priorities are established on evaluating telecommunication services, hardware, software and other services as needed. This includes some of the following surveys:

- Florida Innovates (School Technology and Readiness) Survey
- Walton County Schools Technology Survey
- Technology Status / Needs Survey
- Input from the District Technology Committee

Evaluation Process

The Instructional Technology Department (ITC) in conjunction with the Curriculum Department will coordinate monitoring and implementation of this plan. A checklist will be used by each school quarterly to provide data which can be reviewed by the district to assess implementation progress. Use of FCAT Explorer reports, the FDOE staff development database and state testing reports will be utilized to assess the impact of E-Rate and other funds, as it relates to staff preparedness and student achievement of academic and technology goals. Attendance data is monitored closely by the schools. Additional assessments that are conducted annually in order to provide needed information importance to determine the telecommunications services, hardware, software, and other services needed include:

- Florida Innovates (School Technology and Readiness) Survey
- Walton County Schools Technology Survey
- Technology Status / Needs Survey
- Input from the District Instructional Technology Committee

Information from all assessment sources is analyzed to help the district determine the telecommunications services, hardware, software, and other services available, and the additional services that are needed to improve education.

Contributors to the District Instructional Technology Plan

Mark Gardner, Facilities Director
Robert Godwin, Instructional Technology Department
Janie Griffith, Instructional Technology Department
David Jeselnik, Curriculum Department
Cathy Hall, Curriculum Department
Myca Harrison, Curriculum Department
Robey Roberson, Exceptional Student Education Department
Andy Howard, Curriculum / Training
Tom Blackshear, Facilities Planner
Mike Davis, Principal, Walton Career Development Center

2012-2015 District Instructional Technology Committee

Facilities Director
Instructional Technology Department
Curriculum Coordinators / Trainers
Principals, Assistant Principals and Teacher on Special Assignment (TSA)

- Regional (Elementary, Middle, High, Career Technical)

Teachers

- Regional (Elementary, Middle, High, Career Technical)

Walton Education Foundation
Community Business Partners
District Advisory Council Representative

Appendix A

International Society for Technology in Education (ISTE) National Educational Technology Standards (NETS)

Technology Standards for School Administrators

I. Leadership and Vision – Educational leaders inspire a shared vision for comprehensive integration of technology and foster an environment and culture conducive to the realization of that vision.

Educational Leaders:

- A. Facilitate the shared development by all stakeholders of a vision for technology use and widely communicate that vision
- B. Maintain an inclusive and cohesive process to develop, implement, and monitor a dynamic, long-range, and systemic technology plan to achieve the vision
- C. Foster and nurture a culture of responsible risk-taking and advocate policies promoting continuous innovation with technology
- D. Use data in making leadership decisions
- E. Advocate for research-based effective practices in use of technology
- F. Advocate on the state and national levels for policies, programs, and funding opportunities that support implementation of the district technology plan

II. Learning and Teaching – Educational leaders ensure that curricular design, instructional strategies, and learning environments integrate appropriate technologies to maximize learning and teaching.

Educational Leaders:

- A. Identify, use, evaluate, and promote appropriate technologies to enhance and support instruction and standards-based curriculum leading to high levels of student achievement
- B. Facilitate and support collaborative technology-enriched learning environments conducive to innovation for improved learning
- C. Provide for learner-centered environments that use technology to meet the individual and diverse needs of learners
- D. Facilitate the use of technologies to support and enhance instructional methods that develop higher-level thinking, decision-making, and problem-solving skills
- E. Provide for and ensure that faculty and staff take advantage of quality professional learning opportunities for improved learning and teaching with technology

III. Productivity and Professional Practice – Educational leaders apply technology to enhance their professional practice and to increase their own productivity and that of others.

Educational Leaders:

- A. Model the routine, intentional, and effective use of technology
- B. Employ technology for communication and collaboration among colleagues, staff, parents, students, and the larger community
- C. Create and participate in learning communities that stimulate, nurture, and support faculty and staff in using technology for improved productivity
- D. Engage in sustained, job-related professional learning using technology resources
- E. Maintain awareness of emerging technologies and their potential uses in education
- F. Use technology to advance organizational improvement

IV. Support, Management, and Operations – Educational leaders ensure the integration of technology to support productive systems for learning and administration.

Educational Leaders:

- A. Develop, implement, and monitor policies and guidelines to ensure compatibility of technologies
- B. Implement and use integrated technology-based management and operations systems
- C. Allocate financial and human resources to ensure complete and sustained implementation of the technology plan
- D. Integrate strategic plans, technology plans, and other improvement plans and policies to align efforts and leverage resources
- E. Implement procedures to drive continuous improvement of technology systems and to support technology replacement cycles

V. Assessment and Evaluation – Educational leaders use technology to plan and implement comprehensive systems of effective assessment and evaluation.

Educational Leaders:

- A. Use multiple methods to assess and evaluate appropriate uses of technology resources for learning, communication, and productivity
- B. Use technology to collect and analyze data, interpret results, and communicate findings to improve instructional practice and student learning
- C. Assess staff knowledge, skills, and performance in using technology and use results to facilitate quality professional development and to inform personnel decisions
- D. Use technology to assess, evaluate, and manage administrative and operational systems

VI. Social, Legal, and Ethical Issues – Educational leaders understand the social, legal, and ethical issues related to technology and model responsible decision-making related to these issues.

Educational Leaders:

- A. Ensure equity of access to technology resources that enable and empower all learners and educators
- B. Identify, communicate, model, and enforce social, legal, and ethical practices to promote responsible use of technology
- C. Promote and enforce privacy, security, and online safety related to the use of technology
- D. Promote and enforce environmentally safe and healthy practices in the use of technology
- E. Participate in the development of policies that clearly enforce copyright law and assign ownership of intellectual property developed with district resources

Technology Standards and Performance Indicators for Teachers

All classroom teachers should be prepared to meet the following standards and performance indicators.

I. Technology Operations and Concepts

Teachers demonstrate a sound understanding of technology operations and concepts.

Teachers:

- A. demonstrate introductory knowledge, skills, and understanding of concepts related to Technology (as described in the ISTE *National Educational Technology Standards for Students*)
- B. demonstrate continual growth in technology knowledge and skills to stay abreast of current and emerging technologies

II. Planning and Designing Learning Environments and Experiences

Teachers plan and design effective learning environments and experiences supported by technology.

Teachers:

- A. design developmentally appropriate learning opportunities that apply technology-enhanced instructional strategies to support the diverse needs of learners
- B. apply current research on teaching and learning with technology when planning learning environments and experiences
- C. identify and locate technology resources and evaluate them for accuracy and suitability
- D. plan for the management of technology resources within the context of learning activities
- E. plan strategies to manage student learning in a technology-enhanced environment

III. Teaching, Learning and the Curriculum

Teachers implement curriculum plans that include methods and strategies for applying technology to maximize student learning.

Teachers:

- A. facilitate technology-enhanced experiences that address content standards and student technology standards
- B. use technology to support learner-centered strategies that address the diverse needs of students
- C. apply technology to develop students' higher order skills and creativity
- D. manage student learning activities in a technology-enhanced environment

IV. Assessment and Evaluation

Teachers apply technology strategies to facilitate a variety of effective assessments and evaluations.

Teachers:

- A. apply technology in assessing student learning of subject matter using a variety of assessment techniques
- B. use technology resources to collect and analyze data, interpret results, and communicate findings to improve instructional practice and maximize student learning
- C. apply multiple methods of evaluation to determine students' appropriate use of technology resources for learning, communication, and productivity

V. Productivity and Professional Practice

Teachers use technology to enhance their productivity and professional practice.

Teachers:

- A. use technology resources to engage in ongoing professional development and lifelong learning
- B. continually evaluate and reflect on professional practice to make informed decisions regarding the use of technology in support of student learning
- C. apply technology to increase productivity
- D. use technology to communicate and collaborate with peers, parents, and the larger community in order to nurture student learning

VI. Social, Ethical, Legal and Human Issues

Teachers understand the social, ethical, legal, and human issues surrounding the use of technology in PK–12 schools and apply that understanding in practice.

Teachers:

- A. model and teach legal and ethical practice related to technology use
- B. apply technology resources to enable and empower learners with diverse backgrounds, characteristics, and abilities
- C. identify and use technology resources that affirm diversity
- D. promote safe and healthy use of technology resources
- E. facilitate equitable access to technology resources for all students

Technology Standards for Students: The Next Generation

“What students should know and be able to do to learn effectively and live productively in an increasingly digital world ...”

I. Creativity and Innovation

Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.

Students:

- A. apply existing knowledge to generate new ideas, products, or processes
- B. create original works as a means of personal or group expression
- C. use models and simulations to explore complex systems and issues
- D. identify trends and forecast possibilities

II. Communication and Collaboration

Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.

Students:

- A. interact, collaborate, and publish with peers, experts or others employing a variety of digital environments and media
- B. communicate information and ideas effectively to multiple audiences using a variety of media and formats
- C. develop cultural understanding and global awareness by engaging with learners of other cultures
- D. contribute to project teams to produce original works or solve problems

III. Research and Information Fluency

Students apply digital tools to gather, evaluate, and use information.

Students:

- A. plan strategies to guide inquiry
- B. locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media
- C. evaluate and select information sources and digital tools based on the appropriateness to specific tasks
- D. process data and report results

IV. Critical Thinking, Problem-Solving & Decision-Making

Students use critical thinking skills to plan and conduct research, manage projects, solve problems and make informed decisions using appropriate digital tools and resources.

Students:

- A. identify and define authentic problems and significant questions for investigation
- B. plan and manage activities to develop a solution or complete a project
- C. collect and analyze data to identify solutions and/or make informed decisions
- D. use multiple processes and diverse perspectives to explore alternative solutions

V. Digital Citizenship

Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.

Students:

- A. advocate and practice safe, legal, and responsible use of information and technology
- B. exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity
- C. demonstrate personal responsibility for lifelong learning
- D. exhibit leadership for digital citizenship

Appendix B

Instructional Technology Acceptable Use Policy

Access

The Walton County School District offers access to network resources and the Internet. The use of the network and the Internet must be in support of educational and professional activities that are consistent with the educational goals and policies of the School Board of Walton County. The user is responsible at all times for its proper use. Superintendent or designee may examine files to determine if a user is acting in violation of any district policies, including the Student Code of Conduct. Failure to comply with these policies may result in disciplinary action, legal action and / or cancellation of access.

Information and Uses

While the School District recognizes the importance of technology in our society, and the importance of integrating technology into our classrooms, the School District also requires students to use technology in an appropriate and responsible way. Misuse of any electronic devices will be handled with strict enforcement.

Parents are encouraged to assist with the implementation of this policy.

Students have the privilege of using school/district computers, which include the internet, unless said privilege has been revoked in writing by parental opt-out form or suspension of privileges for violations of Student Code of Conduct. Access to and the use of school/district computers shall be under the direction of a school staff member and monitored as an educational activity. Although a conscious effort is made to deter access to materials that are inappropriate in the school environment through the use of internet filters, no safeguard is foolproof. Students are responsible for avoiding access to inappropriate material and reporting incidents should they occur. Disciplinary action shall consist of any combination of consequences as listed in the Student Code of Conduct Section of each individual school sites Student Handbook under Internet and Technology: Acceptable Use Policy (APU) for the Walton County School District Network and Internet.

Internet and Technology

Acceptable Use Policy (AUP) for the Walton County School District Network and Internet

Reasons for this Policy: The Walton County School District ("School District") is providing computer network and Internet access for its students and employees. This service allows employees and students to share information, create and maintain school-based websites, research diverse subjects, and learn new concepts.

The School District has adopted this Acceptable Use Policy ("Policy") to set guidelines for accessing the computer network or the Internet service provided by the School District. Every year, students and employees who want computer network and Internet access for that upcoming school year need to sign and submit this Policy to the School District. Students who are under 18 also must have their parents or guardians sign this Policy. By signing this agreement, the student, employee, and parent or guardian agree to follow the rules set forth in this Policy and to report any misuse of the computer network or the Internet to a teacher or supervisor. Parties agreeing to this policy also understand the School District may revise the Internet Acceptable Use Policy, as it deems necessary. The School District will provide notice of any changes either by posting such a revised version of the Policy on its website or by providing written notice to the students, employees and parents or guardians.

This Acceptable Use Policy must accompany any request for a Walton County School District network (WCSDnet) account that provides e-mail, access to the Internet or to any WCSD network server and use of a school district supplied computer. The student or employee is required to change their password the first time he or she uses the Account and routinely thereafter. Passwords for each Account should be kept in a secure location and should not be shared with other users.

The Account may only be used during the time the user is a student or employee of the School District. Anyone who receives an Account is responsible for making sure it is used properly.

The Account provided by the School District should be used only for educational or professional purposes. Staff may use the Internet for personal use only if such use is incidental, has received prior supervisor approval, occurs during their duty-free time and follows the acceptable use policy.

The use of technology resources and Internet access is to support education, research and to extend the resources of Walton County School District. All use of technology must be in support of education, research or enrichment and be consistent with the intended purposes. All users are required to follow all standards, policies, and procedures related to the use of technology in the Walton County School District. If a user is uncertain about whether a particular use of the network, a computer or the Internet is appropriate, he or she should consult a teacher, supervisor, administrator, or Technology Information Services Department. The user is ultimately responsible for his or her actions and activities involving the network. Students, teachers and staff members will be informed of issues regarding network etiquette, security and vandalism with the understanding that any violation of the policy is unethical and may constitute a criminal offense or violation of the "Student Code of Conduct," and require appropriate disciplinary action.

Unacceptable Uses of the Walton County School District Network the Internet and WCSD Supplied Computers

The following uses of the Account provided by the School District are unacceptable:

I. Uses that violate any state or federal law or municipal ordinance are unacceptable. Unacceptable uses include, but are not limited to the following:

- Selling or purchasing any illegal substance
- Accessing, transmitting, or downloading child or adult pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law or
- Transmitting or downloading confidential information or materials that violate Federal copyright laws

II. Uses that involve the accessing, transmitting or downloading of inappropriate matters on the Internet, as determined by the school board, local educational agency or other related authority.

- Unauthorized Instant Messaging clients.
- Peer-to-Peer (P2P) software used to download unauthorized music, video or content.

II. Uses that involve obtaining and or using unauthorized free e-mail sites as defined by the Walton County Schools Internet filtering solution.

IV. Uses that cause harm to others or damage to their property are unacceptable.

Unacceptable uses include, but are not limited to the following:

- Deleting, copying, modifying, or forging other users' e-mails, files, or data
- Accessing another user's e-mail without their permission, and as a result of that access, reading or forwarding the other user's e-mails or files without that user's permission
- Damaging computer equipment, files, data or the network
- Circumventing security configurations (accessing proxy sites for the purpose of by passing authorized content filter solutions), modifying setup policies, modifying settings on machines, attaching unauthorized devices, modifying infrastructure
- Using profane, abusive, or impolite language
- Disguising one's identity, impersonating other users, or sending anonymous email messages
- Threatening, harassing, or making defamatory or false statements about others
- Accessing, transmitting, or downloading offensive, harassing, or disparaging materials
- Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance or
- Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes"
- Using any district computer to pursue "hacking," internal or external to the district, or attempting to access information that is protected by privacy laws
- Using the network while access privileges are suspended or revoked

- V. Uses that jeopardize access or lead to unauthorized access into Accounts or other computer networks are unacceptable. Unacceptable uses include, but are not limited to the following:
- Using other user's Account passwords or identifiers
 - Disclosing one's Account password to other users or allowing other users to use one's Accounts
 - Getting unauthorized access into other user's Accounts or other computer networks or
 - Interfering with other user's ability to access their Accounts

- VI. Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:
- Selling or buying anything over the Internet for personal financial gain or
 - Using the Internet for advertising, promotion, or financial gain or
 - Conducting for-profit business activities and engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes

- VII. Connecting personal Network Devices (wired or wireless) to the Walton County School District Network is unacceptable. Unacceptable devices include, but are not limited to the following:
- Personal Laptops/workstations
 - Personal MP3 Devices (iPod, etc.)
 - Personal network enabled cellular phones (iPhone, Blackberry, etc.)
 - Personal gaming consoles (Wii, PS3, X-Box 360, etc.)
 - Personal Network Devices (Routers, Printers, Access Points, Switches, etc.)

Internet Safety

In compliance with the Children's Internet Protection Act ("CIPA"), the Walton County School District will implement a technology protection measure through filtering and/or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials considered to be harmful. The software will work by scanning for objectionable words or concepts, as determined by the School District. (Note: CIPA does not enumerate any actual words or concepts that should be filtered or blocked. Thus, CIPA necessarily requires that the School District determine which words or concepts are objectionable. The Walton County School District currently blocks the categories of Adults Only, Alcohol, Chat, Drugs, Free Mail, Free Pages, Gambling, Hate / Discrimination, Illegal, Lingerie, Murder / Suicide, Nudity, Pornography, Profanity, School Cheating Information, Search Terms, Sex, Tasteless / Gross, Tobacco, Violence, and Weapons.) However, no software is foolproof, and there is still a risk an Internet user may be exposed to a site containing such materials. An Account user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If an Account User sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.

In compliance with CIPA, the School District and its representatives will implement a mechanism to monitor all minors' on-line activities, including website browsing, e-mail use, chat room participation and other forms of electronic communications. (Such a mechanism may lead to discovering a user has violated or may be violating this Policy. If this is found to be the case appropriate disciplinary actions may/will be taken including appropriate law enforcement agencies if necessary. Monitoring is

aimed to protect minors from accessing inappropriate matter as well as help enforce this policy on the Internet as determined by the school board, local educational agency or other related authority. The School District reserves the right to monitor other users' (e.g., employees, students) online activities, and to access, review, copy, store or delete any electronic communications or files and disclose them to others as it deems necessary.

Students and staff must understand and practice proper ethical use of this learning tool. Authorized personnel will supervise the use of computers, the internet and WCSDnet servers. All students and staff must have training regarding procedures, ethics, and security involving the use of the internet and WCSDnet resources prior to receiving access to the system.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Disciplinary actions will be tailored to meet specific concerns related to violations, and will be designed to assist the student or staff member in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves the violation of other provisions in Walton County Board of Education policies, the violation will be handled in accordance with the Board's general disciplinary policies and procedures. The Walton County Board of Education and its employees will cooperate fully with local, state, and federal officials in any investigation concerning or relating to any illegal activities conducted through the WCSDnet system. Staff members should become familiar with this policy when their duties include supervision of students using the Internet and WCSDnet resources. When, in the course of their duties, staff members become aware of a student violation of this policy, they should correct the student and address the matter in accordance with the local school and/or the school districts general disciplinary policies and procedures.

If a student under the age of eighteen accesses his/her WCSDnet Account or the Internet outside of school, a parent or legal guardian must supervise the student's use of the Account or Internet at all times and is completely responsible for monitoring the use. Filtering and/or blocking software may or may not be employed to screen home access to the Internet. Parents and legal guardians should inquire at the school or district if they desire more detailed information about Internet filtering software solutions.

Account users shall not reveal on the Internet personal information about themselves or about other persons. For example, Account users should not reveal their full names, home addresses, telephone numbers, school addresses, or parents' names on the Internet.

Account users shall not meet in person anyone they have met on the Internet in a secluded place or a private setting. Account users who are under the age of 18 shall not meet in person anyone they have met on the Internet without their parent's permission. Account users will abide by all school district security policies.

Privacy Policy

The System Administrators and Technology Coordinator have the authority to monitor all Accounts, including e-mail and other materials transmitted or received via the Accounts. All such materials are the property of the School District. Account users do not have any right to or expectation of privacy regarding such materials. Parents and community members who wish to view such logs should submit a written request to the district Technology Information and Services Coordinator.

Procedures for viewing logs:

- Submit a written request to the district Technology Information and Services Coordinator
- The District Communications and Technology Council, on network management, will evaluate the written request
- The council will make a decision as to the action to be taken
- All pertinent documentation will be forwarded to the Superintendent's office
- The Superintendent will present the council's report to the School Board and will make recommendations for action
- The School Board based upon all documentation and the council's report will make final decision

Storage Capacity

To ensure that Account users remain within the allocated network server disk space, users with e-mail accounts should check their e-mail frequently and delete unwanted messages and other files or data that take up excessive storage space. The System Administrators will also routinely delete messages from Account users' inbound and outbound log files, messages saved to the archive folders on the system,

Student Information

Student information shall not be posted unless it is necessary to receive information for instructional purposes, and only if the student's teacher and parent or guardian has granted permission.

Penalties for Improper Use

The use of the Account is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the Account. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension, expulsion or dismissal from employment from the School District, or criminal prosecution by government authorities. The School District will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

Network Etiquette (Netiquette) for E-Mail

Good citizenship on the network or Internet requires "netiquette" in sending e-mail to individuals or groups. On-line rules include the following:

- Use descriptive subject heading for e-mail.
- Begin with a salutation and end with a signature and an e-mail address.
- Restate the issue or question being addressed.
- Choose words carefully to avoid misunderstandings.
- Avoid all capital letters (SHOUTING) and inflammatory messages.
- Avoid cute graphics, long quotes, cartoons and chain letters.

Cyber-Bullying – Cyber-Stalking

Cyber-bullying which is defined as Bullying or harassment of any student through the use of data or computer software that is accessed through a computer, computer system, or computer network to systematically and chronically inflicting physical hurt or psychological distress on one or more students using any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee. All in accordance with “Jeffrey Johnston Stand Up for All Students Act.”

Cyber-stalking which is defined as an engagement in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Prohibited Uses

Students should take precautions to protect access to their account(s) and must not compromise the privacy of their password by giving it to others or exposing it to public view. All security issues should be reported to school staff immediately.

Prohibited use includes, but is not limited to:

1. Taking, sending, forwarding or receiving pictures of a sexual nature via an electronic device is against the law and could get a student into serious trouble, not only in school, but with the law as well. If a student forwards such a picture of someone (even him / herself), he / she could face pornography charges. Students must report receiving pornographic materials to the school’s administration.
2. Any **laser device** not authorized for use as a learning tool, is **strictly** prohibited on school grounds or school buses and possession of such device will result in confiscation and possible disciplinary action;
3. Use of the Internet or network for financial gain or illegal activity of any description.
4. Unauthorized use of another individual’s network access including use of another individual’s network username and password.
9. Consuming large amounts of bandwidth, resulting in disruption of the network, including but not limited to:
 - a. Network/Internet games
 - b. Streaming video and audio
 - c. Non-educational teleconferencing
 - d. Downloading very large files without prior approval of technology staff

10. Hacking or any attempt to gain access to networks, including but not limited to:
 - a. Browsing networks to obtain IP addresses and other network information
 - b. Accessing the networks without prior authorization
 - c. Using network resources or other resources with the intent of preventing or interfering with the transmission of voice, data, pictures, or anything that can be transmitted over the network
 - d. Trespassing on others' work, files or folders, and attempting to, or taking action to access, modify, harm or destroy data of another user
 - e. Circumventing proxy servers, firewalls or other filtering software.

11. It is expected that students using the internet will ONLY access it through the Walton County School District network.

Note: If a communication device is used in a criminal act while the student is on school property or in attendance at a school function, there is the possibility of disciplinary action by the school or criminal penalties by a court of law. (Florida Statute 1006.07(2)(e))

Note: WCSD is not financially responsible for electronic or wireless devices that are lost or stolen on campus.

WCSD is not responsible for any data lost while connected to our network.

WCSD maintains the right to disable any device connected to the network.

Note: Electronic or Wireless Communication Devices are defined as follows:

Electronic devices are those, which provide communication by text, word, voice or picture such as cell phones, palm pilots, iPods, iPads, Smart phones, thumb drives, game machines, laptop computers, book readers, tablet computer, eBooks and the like.

Electronic Communication

Student use of cellular phones or other electronic or wireless devices is strictly prohibited at any time once the school day begins unless specific permission is granted by a teacher or administrator or is specific to an IEP plans. Cellular phones or other communication devices used during the school day or on the school bus without specific permission will be confiscated. Confiscated devices will be released only to the parent / guardian at the end of the academic day that the incident occurs or before or after school in the days following. Repeated misuse may result in loss of privileges as determined by the principal or his / her designee.

Electronic Communication includes, but is not limited to, email, blogs, podcasts, discussion boards, web sites, video conferencing, virtual classrooms, and any other online collaboration tools.

Sharing of student information, including but not limited to: home address(es), phone number(s), social security number, full name or family members or other personal information is prohibited.

Unauthorized use includes, but is not limited to:

- A. The creation and exchange of offensive, harassing, obscene, or threatening communication
- B. The creation and exchange of communication that uses impolite, abusive, or objectionable language
- C. The exchange of privileged, confidential, or sensitive information outside of the organization or outside the defined privileged group
- D. The creation and exchange of advertisements, solicitations, chain letters, SPAM and other unsolicited e-mail
- E. The creation, storage, or exchange of information in violation of copyright laws
- F. Reading or sending communication from another user's account, except under proper delegate arrangements
- G. Altering or copying a communication or attachment belonging to another user without the permission of the originator;
- H. Using electronic communication in ways that violate School Board policies, the Student Code of Conduct, or district procedures
- I. Activities which cause congestion of the network or otherwise interfere with the work of others;
- J. Impersonating any other person, entity, or organization or misrepresenting your affiliation with any other person, entity, or organization
- K. Representing personal views as those of the Walton County School District

Reasonability

School staff must be notified immediately of any unauthorized use of your account or any other breach of security. Unauthorized use resulting from negligence in maintaining security will be the responsibility of the user.

Delivery

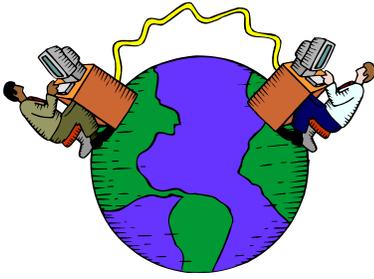
All minors will receive instruction on appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. Instruction may take several formats depending on age level appropriateness and content. In addition, informational resources will be available on the districts website.

Disclaimer

The School District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the Accounts. The School District also denies any responsibility for the accuracy or quality of the information obtained through the Account. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the School District, its affiliates, or employees. Account users are responsible for any losses sustained by the School District or its affiliates, resulting from the Account user's intentional misuse of the Accounts.

Exception of Terms and Conditions

All terms and conditions as stated in this document are applicable to all users of the network. These terms and conditions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Florida and the United States. All users will sign and abide by the provisions of appropriate contract (Educator, Parent, Student, and Site).



**Employee Agreement
For use of Walton County School
District Network and Internet**

All active employees must read and sign below.

I have read, understand, and agree to abide by the provisions of the attached Acceptable Use Policy of the Walton County School District ("School District").

I understand and agree in the event a third party makes a claim against the School District as a result of my use of the computer network or the Internet provided by the School District, the School District reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including myself, responsible.

I release the School District, its affiliates, and its employees from any claims or damages of any nature arising from my access or use of the computer network or the Internet provided by the School District. I am responsible for toll charges (if any) as a result of using WCSDnet services. I also agree not to hold the School District responsible for materials improperly acquired on the system or for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

This agreement shall be governed by and construed under the laws of the United States and the State of Florida.

Employee Name (Please Print)

Employee School/Site Location

Employee Signature

Date

This form is to be kept at the school or office and kept on file by the school site administrator. It is required for all employees that will be using a computer network and/or Internet access. It is to be renewed each year prior to any computer network or Internet usage.

www.walton.k12.fl.us/technology/policies

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, marital status, age, national origin or disability.



Grades 3-5
Student Agreement
Walton County School District Parent
or Guardian Network/ Internet Contract

All students must read and sign below.
(K-2 Students ONLY Need Parental Agreement)

Students, this is a contract which must be signed before you will be allowed to use the Computer Network/Internet at school. Please read the following four sentences and initial by each one to show that you agree to follow the rules.

- _____ 1. I will not type *any* form of a curse word or rude language.
- _____ 2. I will not look at any inappropriate or improper Internet site.
- _____ 3. I will not download any inappropriate information or materials.
- _____ 4. I understand Internet use is not a right, but a privilege that is granted to me.

I have read all of the rules and promise I will not break any of them. If I break any of these rules all of my rights to use the Network/Internet in the future might be denied. My signature shows that I have read, understand, and agree to follow the rules.

Student Signature: _____ Date: _____

Student Name (Please Print): _____ Date: _____

School: _____

This form is to be kept at the school or office and kept on file by the school site administrator. It is required for all employees that will be using a computer network and/or Internet access. It is to be renewed each year prior to any computer network or Internet usage.

www.walton.k12.fl.us/technology/policies

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**Grades 6-12
Student Agreement
For use of Walton County
School District Network and
Internet**

All students must read and sign below.

I have read, understand, and agree to abide by the provisions of the attached Acceptable Use Policy of the Walton County School District ("School District"). I understand the Internet is not a right, but a privilege that is granted to me, and agree that:

1. I will not intentionally access inappropriate or improper internet sites;
2. I will not download any inappropriate information or materials.

I understand and agree in the event that a third party makes a claim against the School District as a result of my use of the computer network or the Internet provided by the School District, the School District reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including myself, responsible.

This agreement shall be governed by and construed under the laws of the United States and the State of Florida.

School

FL School State Number

Student Name (Please Print)

9 Digit Student ID Number

Student Signature

Date

This form is to be kept at the school or office and kept on file by the school site administrator. It is required for all employees that will be using a computer network and/or Internet access. It is to be renewed each year prior to any computer network or Internet usage.

www.walton.k12.fl.us/technology/policies

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Adult Student Agreement
For use of Walton County School
District Network and Internet

All Adult Students must read and sign below

I have read, understand, and agree to abide by the provisions of the attached Acceptable Use Policy of the Walton County School District ("School District").

I understand and agree in the event a third party makes a claim against the School District as a result of my use of the computer network or the Internet provided by the School District, the School District reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including myself, responsible.

I release the School District, its affiliates, and its employees from any claims or damages of any nature arising from my access or use of the computer network or the Internet provided by the School District. I am responsible for toll charges (if any) as a result of using WCSDnet services. I also agree not to hold the School District responsible for materials improperly acquired on the system or for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

This agreement shall be governed by and construed under the laws of the United States and the State of Florida.

Adult Student Name (Please Print)

Adult Student School/Site Location

Adult Student Signature

Date

This form is to be kept at the school or office and kept on file by the school site administrator. It is required for all employees that will be using a computer network and/or Internet access. It is to be renewed each year prior to any computer network or Internet usage.

www.walton.k12.fl.us/technology/policies

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, marital status, age, national origin or disability.



**Parent or Guardian Agreement
For use of Walton County School District
Network and Internet**

All parents or legal guardians of students
under 18 must read and sign below.

As the parent or legal guardian of the above student, I have read, understand, and agree my child or dependent must comply with the provisions of the attached Acceptable Use Policy of the Walton County School District ("School District"). I give full permission to the School District to give my child or dependent access to a WCSDnet Account and to the WCSDnet system.

I accept full responsibility for the supervision of my child or dependent's use of his/her WCSDnet Account and the Internet at home or while not in a school setting. I understand and agree in the event a third party makes a claim against the School District as a result of my child or dependent's use of the computer network or the Internet provided by the School District, the School District reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including my child or dependent, responsible.

I release the School District, its affiliates, and its employees from any claims or damages of any nature arising from my child or dependent's access or use of the computer network or the Internet provided by the School District. I am responsible for toll charges (if any) as a result of using WCSDnet services. I also agree not to hold the School District responsible for materials improperly acquired on the system, or for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

This agreement shall be governed by and construed under the laws of the United States and the State of Florida.

School _____

Name of Student _____

Parent/Legal Guardian Name (Please Print) _____

Parent/Legal Guardian Signature _____

Date _____

This form is to be kept at the school or office and kept on file by the school site administrator. It is required for all employees that will be using a computer network and/or Internet access. It is to be renewed each year prior to any computer network or Internet usage.

www.walton.k12.fl.us/technology/policies

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, marital status, age, national origin or disability.



Site Agreement
For use of Walton County School District Network and Internet
All school/site administrators providing access to students and employees must sign below.

As the site administrator, I have read, understand, and agree the employees I supervise and the students at my location have submitted the signed appropriate agreement (STUDENT AGREEMENT, PARENT AGREEMENT, or EMPLOYEE AGREEMENT) and they are on file at my site. I understand these procedures must be updated annually and must be kept on file at my location.

I understand and agree in the event that a third party makes a claim against the School District as a result of my use of the computer network or the Internet provided by the School District, the School District reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including myself, responsible.

I release the School District, its affiliates, and its employees from any claims or damages of any nature arising from my access or use of the computer network or the Internet provided by the School District. I also agree not to hold the School District responsible for materials improperly acquired on the system or for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

This agreement shall be governed by and construed under the laws of the United States and the State of Florida.

Date _____ Fax Number _____

School/Site _____

School/Site Administrator (Please Print) _____

School Telephone Number _____

Location Code _____

Site Administrator Signature _____

This form is to be submitted to the Walton County Instructional Technology Center and a copy kept on file by the school site administrator. It is to be renewed each year prior to any computer network or Internet usage.

www.walton.k12.fl.us/technology/policies

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, marital status, age, national origin or disability.

Student Technology Opt-Out Form

Last Name (Please Print)	First Name	MI	School Student ID #	Grade
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Date of Birth _____ School _____

Students will have the privileges listed below unless this Technology Opt-Out Form is submitted by the Parent / Guardian.

Please place a check in the blank provided if you do **NOT** want your child to participate and sign at the end of this document.

The Walton County School District provides Internet filters and takes great care to block access to inappropriate material. Although a conscious effort is made to deter access to materials that are inappropriate in the school environment, no safeguard is foolproof. Students are responsible for avoiding access to inappropriate material.

By checking below, your child will not be able to access important and valuable educational resources such as the school / district online library card catalog, instructional software (*i.e.*, Accelerated Reader, Read 180, BrainPop, FCAT Explorer, Rosetta Stone, *etc.*) and resources for research and printing.

_____ **My child does not have my permission to access the internet on school district provided computers or any other electronic device. I understand my child will be required to participate in local and state online assessments.**

This does not include online assessments required by the state of Florida.

The Technology Opt-Out Form will become a part of the student's cumulative record.

Parent / Guardian Name

(Please Print)	Last Name	First Name	MI
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Parent/Guardian
Signature(s) _____ Date: _____

Form Must be Returned to School

Appendix C

Contributions and Credits

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DeSoto County School District – July 01, 2012 – June 30, 2015 District Technology Plan

Florida Department of Education State Technology Plan

School Board of Walton County 2007-2012 Technology Plan