

## SCHOOL AND DISTRICT TECHNOLOGY USAGE

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA ADHERES TO THE BELIEF THAT TECHNOLOGY SHOULD PLAY A VITAL ROLE IN MEETING THE NEEDS OF THE BROAD RANGE OF ABILITIES, DISABILITIES, CULTURAL BACKGROUNDS AND ETHNIC POPULATIONS REPRESENTED IN DISTRICT SCHOOLS. TO ASSURE THAT TECHNOLOGY SHALL PLAY A PREDOMINANT ROLE, THIS POLICY PROVIDES GUIDANCE FOR APPROPRIATE TECHNOLOGY UTILIZATION AND INTEGRATION INTO THE CURRICULUM, AS WELL AS INFUSION INTO SCHOOL/DISTRICT ADMINISTRATION AND MANAGEMENT.

### 1. **Definition**

**For the purpose of this policy, technology is defined as, but not limited to the following:**

- a. Instructional and staff workstations (both desktop and portable), printers, scanners and other peripherals;
- b. Administrative staff workstations (both desktop and portable), printers, scanners and other peripherals;
- c. Campus and departmental local area networks (both wired and wireless), including wiring, hubs, routers, transmitters/receivers and other devices;
- d. Servers; including instructional lab servers, CD-ROM servers, video servers, file and print servers, database servers, internet proxy caching servers;
- e. A Wide Area Network linking all SBBC sites into one countywide Intranet;
- f. Telephone systems; including primary systems, integrated voice response/management systems, automatic dialing systems;
- g. Learning resource management systems, including library automation systems;
- h. Distance learning systems;
- i. Video capturing, broadcast, receiving, and distribution systems;
- j. Teleconferencing systems;
- k. Application software packages which result in the creation and maintenance of an operational database;
- l. Energy management and security monitoring systems;
- m. Radio systems;
- n. Office copier, imaging, and document management systems;
- o. Paging systems;
- p. Intercom; and
- q. Facsimile systems.

### 2. **Purpose**

- a. To foster and support innovation and experimentation in the transformation from a traditional approach to teaching, learning, and education management to a technology-based model meeting the needs of the broad range of abilities, disabilities, cultural backgrounds, and ethnic populations represented in Broward County Public Schools.
- b. To establish and maintain guidelines and procedures for appropriate technology utilization and infusion in the classroom, in the schools, in school and district administration and management, and in planning and evaluation to more effectively prepare students for the transition from school to work for success in the workplace, and to improve the operations of the school system.

### 3. **Technology Guidelines**

- a. The primary priority of the technology system is to improve student learning.

- b. Designs will be based on vendor-independent open system standards.
- c. The network will integrate voice, data, and video communications systems.
- d. The data architecture will be based on an enterprise-wide network using client-server technology.
- e. Database management software will be relational and able to run on a variety of operating systems and hardware platforms.
- f. A common data dictionary will be established that defines data elements at all levels from the classroom to the federal government.
- g. Information management will be bi-directional, allowing data query, reporting and analysis as well as entry by authorized users.
- h. Information will be recorded once and validated at the source.
- i. Multi-platforms will be supported where possible.
- j. All mainframe, personal and mini-computers and peripherals will be interconnected through network hardware and software.
- k. Uniform technology support services will be made available at all locations.
- l. All technology resources and staff will be coordinated and integrated with appropriate curriculum initiatives and staff.
- m. The system will be accessible to staff, students, parents, and the community and protected with security measures which prevent and detect/monitor unauthorized and inappropriate use.
- n. Provisions must be made for keeping the technology current, within available resource, including policies on replacement or upgrade based on a life-cycle process.
- o. Appropriate training and professional development must be provided to teachers, staff, and administrators to ensure timely implementation and effective use.
- p. The technology must improve decision making and staff productivity.
- q. A process will be established to monitor the effectiveness of technology project implementations.
- r. Student safety, security, and compliance with laws governing records (Florida Statute Section 228.093 (3) (d) are of primary concern and must be considered in the implementation of all technologies.

#### 4. **Desired Outcomes**

- a. Technology will be appropriately and equitably integrated into instruction and management and used by all students and staff as an integral component of school improvement and student success. Improving student performance and achievement, increasing staff productivity, and ensuring efficiency of the day-to-day operations of the school system are the essential reasons for the use of technology in Broward County Public School System.
- b. All school classrooms, including portables, media centers, and offices and all district departments and offices will be electronically networked and equipped, providing all staff, students, and administration equitable and easy access to information technologies for teaching, learning, management, and day-to-day operations.
- c. All high school graduates will be prepared to use multiple technologies upon entrance into the work force and/or higher education.
- d. New and emerging technologies will be evaluated, and if appropriate, incorporated into school curriculum and will be integral elements of school improvement and accountability.
- e. Organizational productivity and efficiency will increase as technology is infused into the workplace.

- f. Student, teacher, staff, and administrative effectiveness will improve concurrently with the infusion of technology into their respective workplaces.
- g. The Broward County community will recognize district schools and departments as resources; and the number and quality of partnerships and cooperative endeavors will increase.
- h. The decision-making process will be improved as technology facilitates the flow of information and the communication process, within the district, the state, and the world.
- i. Improved communication between schools and institutions of higher education will increase the sharing of best practices as well as enhance pre-service and in-service training and emphasize technology integration into the curriculum.
- j. Inter- and intra-departmental collaboration, from planning through evaluation, will be the goal of the District.
- k. All units responsible for technology planning will work collaboratively with county, state, and government groups to investigate current, advanced, and emerging commercial technologies and to identify or develop, if necessary, efficient and cost-effective applications.
- l. The broadest possible access to the School Board of Broward County's web based educational resources will be promoted, while providing safeguards to ensure that security is maintained. Towards this desired outcome, The School Board of Broward County, Florida, will support programs designed to bridge the Digital Divide.

## 5. **Implementation**

A comprehensive and continuous short and long-range Board technology implementation process will direct, review, and evaluate the effective utilization of all aspects of technology.

- a. The Superintendent will direct staff to:
  - 1. Consult and collaborate on a continuing basis with education, business, community, and government groups locally, regionally, and nationally.
  - 2. Identify student competencies in using technologies to access, analyze, apply, and communicate information and incorporate them into the Standards of Service.
  - 3. Identify staff competencies in integrating and applying information technologies in instruction and management and incorporate these competencies as part of the evaluation process.
  - 4. Identify educational management tools to be acquired and implemented.
  - 5. Establish and continually update an ongoing staff development program to support technology usage and integration.
  - 6. Establish baseline standards to ensure that all schools and offices have adequate, appropriate and up to date hardware, software, and communications capabilities as rapidly as resources permit.
  - 7. Review and/or establish documents as needed on copyright, acceptable use, and other ethical use policies.
  - 8. Identify, document, and evaluate core processes that need improvement or re-engineering to maximize the productivity and educational benefits from technology investments.
  - 9. Prepare a viable timeline for task implementation and completion, taking into account human and material resources, which will assist in evaluating the progress and effectiveness of the district's technology plan.

- b. The Chief Information Officer will establish a Technology Advisory Committee which will be governed by the Technology Advisory Committee Bylaws.
1. Committee charge:
    - a. The committee will provide input, advice, and assistance in the implementation of the School and District Technology Usage Policy.
    - b. The committee is advisory to the Chief Information Officer in all areas involving technology.
    - c. The objectives, duties and actions of the Technology Advisory Committee may not conflict with any of the powers and duties reserved by law to the School Board or to the Superintendent of Schools.
  2. Meetings:
    - a. The Technology Advisory Steering committee will meet monthly during the school year. The Technology Advisory General Committee shall meet every other month during the regular school year. Special meetings may be called, as required, by the Chairperson or by the Sub-Committee Chairs or by a majority vote of the membership of the Technology Advisory Committee.
    - b. All general, steering, and sub-committee meetings must be scheduled and officially advertised in advance. Committee members must be advised of any change in the established date, time or location.
    - c. All general, steering, sub-committee and special meetings of the Technology Advisory Committee shall be conducted in accordance with Robert's Rules of Order, newly revised, or in accordance with an appropriate adaptation and operate pursuant to the Florida Sunshine Laws.
    - d. The Chairperson of the Technology Advisory Committee, or his/her designee, will make at least bi-monthly reports to the Chief Information Officer. The Chairperson, or his/her designee, will also make regular reports to the School Board subsequent to each bi-monthly meeting. Minutes will be posted to the TAC web site within two weeks of each bi-monthly meeting, after any special meetings and after each sub-committee meeting.
  3. Membership:
    - a. The Technology Advisory Committee will elect a Chairperson who is a non-School Board employee from the full TAC membership to a term of one year.
    - b. All members of TAC shall be officially approved by the Broward County School Board.
    - c. The committee will be composed of members representing the following categories:
      1. Nineteen (19) Teachers: three (3) teachers from each Area, one (1) each from the high, middle and elementary school; three (3) Media Specialists one (1) each from high, middle and elementary school; three (3) technology specialists one (1) each from high, middle and elementary school; and one (1) vocational instructional person. Each Area Office will be

- responsible for electing/appointing the teachers for this representation.
2. Twelve (12) Parents: three (3) each from the four (4) current parent organizations- DAC, PTA, ESE, and ESOL. Each organization will have the responsibility of electing/appointing their three (3) representatives.
  3. Three (3) Students: two (2) high school students elected/appointed by the Broward County Association of Student Councils and/or Student Technology Leadership Program, and one (1) adult vocational student elected/appointed by the Technical Centers.
  4. Four (4) Area Instructional Technology Specialists: Each Area Technology Specialist will serve as a member of the TAC.
  5. Two (2) TLCs: Two (2) TLC's will be elected/appointed by the TLC representatives.
  6. Nine (9) School Board Appointees: Each School Board Member will appoint one (1) representative to TAC, residing in said Board Member's district.
  7. Five (5) Curriculum Specialists: The five (5) areas of curriculum – reading, language arts, mathematics, social studies and science will elect/appoint a representative to TAC.
  8. Four (4) School-Based Administrators: Each area will select a school-based administrator to serve on TAC.
  9. Five (5) Post-Secondary Education: The Broward County Consortium will select five (5) members representing the post secondary educational schools in Broward County.
  10. Three (3) Community Business Reps: The Broward County Alliance will elect/appoint three (3) members to TAC.
  11. Two (2) Broward County Government: Broward County will select one (1) member from the County technology area and one (1) member from the Public Library System.
  12. Five (5) members from the various areas of ETS will be selected to serve as members of TAC.
  13. Four (4) Union Representatives, one (1) from each of the following bargaining units: Broward Teachers Union, Technical Support Professionals, Broward County Paraprofessionals Association, and Federation of Public Employees.
  14. Eight (8) District Office Departments: One (1) member from each of the following departments will be selected to serve as a member of TAC: Budget, BECON, Facilities, HRD, Strategic Planning, Research and Evaluation, Maintenance and Purchasing.
  15. Superintendent Designee Appointment
- d. No member can be a vendor or be a party personally affiliated with someone doing business with the Broward County School Board.
  - e. Technology Advisory Committee members shall be elected and/or appointed for one (1) year and may be elected and/or appointed for additional terms. Members nominated by the various selection/source groups should have an expertise in technology

and its uses and issues. Appointment of a School Board Member Representative to the TAC Committee shall follow School Board Policy 1.7.

- f. Any member may resign by filing a written resignation addressed to the Chairperson of the Technology Advisory Committee.
- g. Any vacancy of the Technology Advisory Committee shall be filled for the remainder of the unexpired term through appointment/election/selection, by the appointing/electing/selecting body or agency with the approval of the Steering Committee.

4. Attendance:

- a. Any voting member during the period of appointment who has two (2) unexcused absences as determined by the TAC Steering Committee may no longer be considered a member in good standing and can be removed from the committee.
- b. Absences for Steering and General Committee meetings must be reported to the Recording Secretary in order to be excused. Absences for Sub-Committee meetings must be reported to the Sub-Committee Chair/Co-Chair in order to be excused. Excessive excused absences will be reviewed by the Steering Committee. If Steering decides the member is no longer considered a member in good standing, the member may be removed from the committee(s).

5. Voting Rights:

Each position shall be entitled to one voice and one vote on each matter submitted to a vote of the Technology Advisory Committee. An individual holding more than one (1) position on the TAC, either elected or appointed, shall cast only one (1) vote on each matter submitted. A member must be a member of Good Standing and the member must be present in person to vote. When necessary, the Recording Secretary shall tally the votes according to the roll call of members present. Vendors and other interested parties may contribute to committee, but have no voting rights.

6. **Acceptable use of Computer Network and Online Telecommunications**

a. Rules

- 1. All use of telecommunication services and networks shall be consistent with the code of ethics for computer, network and on-line telecommunications users.
- 2. Successful participation in a network requires that its users regard it as a shared resource and that members conduct themselves in a responsible, safe, ethical, and legal manner while using the network.
- 3. Staff and students who are exchanging communication with others outside the school are representing The School Board of Broward County, Florida, and should conduct themselves appropriately.
- 4. Use of these services shall be properly monitored and, to the extent reasonably possible, users of school sponsored telecommunication services and networks shall be protected from harassment or unsafe, unwanted, or unsolicited contact.

5. Upon receipt of written parental/guardian permission, students will be eligible to receive authorization to use computer network and online telecommunications from the appropriate supervisory unit (district office or school-based).
  6. Technology owned or leased by the School Board shall not be used for advertising or otherwise promoting the interests of any commercial, religious, political or other non-district agency or organization except as permitted through board approved agreements, school board policies or state statutes with notification to the Chief Information Officer.
  7. To implement the Acceptable Use provision of this policy, it is necessary that all users read and document in writing their understanding and willingness to comply with the "Code of Ethics for Computer Network and Online Telecommunications Users." (see below)
- b. Code of Ethics for Computer Network and Online Telecommunications Users
1. All users are expected to read and understand the following privileges, rights, and responsibilities when using property or facilities (WAN, LAN, networks, Internet, Intranet, etc.) of Broward County public schools.
    - a. Use of computer network and online telecommunications is a privilege and must support teaching, learning, and research.
    - b. Students, parents, faculty, and staff in Broward County Public Schools will have access to web based educational resources in compliance with local, state and federal laws.
    - c. Authorized users shall be ultimately responsible for all activity under their account and password. Accounts shall be used only by the authorized user for the purposes specified.
    - d. Use of an identity or password other than the user's own is prohibited.
    - e. All network users shall adhere to the rules of copyright regarding software, information, and the attribution of authorship. Re-posting communications of a personal nature without the author's permission or bulletin board messages without proper attribution is prohibited.
    - f. Any use of telecommunication services or networks for illegal, inappropriate, obscene, or pornographic purposes shall be prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the district's mission, goals, policies, or procedures. Obscenity and/or pornography shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle, and as defined by School Board policy.
    - g. All use of telecommunication services or networks for the promotion of an individual's personal or political agenda or commercial initiatives shall be prohibited.
    - h. Use of or engaging in offensive or inflammatory speech, profanity, or obscene language is not permitted at any time.
    - i. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are not permitted.
    - j. Users shall not intentionally spread computer viruses, vandalize the data, infiltrate systems, damage hardware or software, or in any way degrade or disrupt the use of the network.

- k. Any attempts to degrade or disrupt system performance may be viewed as criminal activity in accordance with applicable state and federal law.
  - l. Files generated by district employees using School Board of Broward County property or facilities are the property of the School Board of Broward County and may be accessed by appropriate authorized system personnel.
2. Students and/or employees using School Board equipment or property, on-site or off-site, must conform to the requirements of this policy.
  3. Users who knowingly violate any of the Acceptable Use Provisions or Code of Ethics for Computer Network and Online Telecommunications Users will receive disciplinary action and/or may even be denied future access.

## 7. Web Pages - School and District

- a. The school and district web sites will provide information, accessible world wide, about curriculum, instruction, school-authorized activities, and/or other items related to the district's educational mission and achievements. This policy is meant to include both intranet and internet activities.
  1. Purpose:
    - a. To provide information about the district or school to a worldwide audience.
    - b. To provide opportunities for students and educators to participate in the exchange of information and ideas.
  2. Subject Matter:
    - a. All subject matter must be related to curriculum, instruction, school-authorized activities, or it should relate to the school district or schools within the district.
    - b. Neither students nor staff may publish personal web pages as a part of the external district web sites, nor pages from other individuals or organizations not directly affiliated with the district.
    - c. Student or staff work may be published only as it relates to a class project which has been approved by the appropriate administrator.
  3. Content Quality/Standards/Approval:
    - a. All web pages must be approved by the appropriate administrator prior to being electronically published to the web site.
    - b. All web content must be reviewed for quality, propriety, and appearance by the authorized administrator.
    - c. Procedures must be established by the appropriate administrator for periodic review, update, and deletion of material.
    - d. Web page naming and identification practices must be consistent with current district guidelines.
    - e. Decisions regarding access to web pages for editing content or organization will rest with the appropriate administrator.
    - f. No unlawful use of copyrighted materials may be knowingly used, produced, or transmitted via school and/or district equipment.

- g. Web pages and links published by schools and district departments must adhere to the content provisions described in sections 6.a and 6.b of this policy.
- h. Each website will contain language limiting the School Board of Broward County's responsibility for site content not created by the Broward County Public School's.

### **Web Page Procedural Guidelines**

#### General Guidelines:

- All persons developing or maintaining web documents are responsible for complying with district Web Page and Acceptable Use Policies. (See Section 5 of Policy #5306)
- Written parental permission is required when an individual student is identified by name in a picture included on a web page.
- Web page documents may not include a student's phone number, address, or complete names of any family members and/or friends.
- Web page documents may not include any information which indicates the physical location of a student at a given time, other than attendance at a particular school or participation in activities.
- Only computers assigned as the building or district web server shall be configured as web/FTP servers.
- Web publishing of e-mail addresses is restricted to staff members or to a general, group e-mail address.
- Web pages must not contain any student e-mail links.

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