

***COLUMBUS COUNTY SCHOOLS ADMINISTRATIVE REGULATION***

**Technology in the Educational Program AR Code: 3220-R**

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**I. DEPLOYMENT OF TECHNOLOGY TO SCHOOLS**

The school system technology plan will guide the acquisition of hardware, software, and other technology-related tools. Securing sufficient and appropriate equipment/hardware to serve the needs of teachers and students is the responsibility of chief financial officer, technology director, and school principal. The technology director shall coordinate the technology selection process. Instructional software is the responsibility of the technology director.

The following strategies will be used to promote the organized, effective, and efficient deployment of technology tools to classrooms and schools. The strategies may be modified as appropriate to the specific tools to be deployed.

1. Planning for the acquisition of new technology should meet the requirements of policy 3220, Technology in the Education Program, and should include, at a minimum, an evaluation of the following:
  - a. where and how the technology will support the curriculum and align with the needs of teachers and students and school system goals;
  - b. which device or software will best meet the school system's needs, including the needs of diverse instructional models;
  - c. the financial feasibility of the technology, including an evaluation of support, upgrade, replacement, and training costs;
  - d. whether the technology is compatible with existing network architecture and software licensing restrictions;
  - e. whether the technology exists in a format that is accessible to individuals with disabilities, and if not, whether the technology can be modified to make it accessible;
  - f. whether existing infrastructure and personnel are sufficient to manage, secure, and support the technology;
  - g. the economic strength, support, and expertise of the technology vendor;
  - h. training needs; and
  - i. acquisition options (purchase, lease, etc.).

2. The technology director shall develop an implementation plan for the introduction of new technology. The plan will include, at a minimum, the following:
  - a. notice to the site administrator of each site receiving hardware and/or software;
  - b. a plan for communicating the educational objectives of the technology to teachers, administrators, parents, students, and other relevant stakeholders;
  - c. a training plan for end users;
  - d. a plan for deployment, developed in conjunction with site personnel, which reflects the instructional and administrative needs of the site and provides for the timely installation of the new hardware and/or software with minimal disruption to daily activities; and
  - e. strategies for evaluating the effectiveness of the technology.
3. Project management decisions for deployment will be made on a case by case basis as determined by the scale of the deployment, urgency of need, and infrastructure readiness.
  - a. Small scale software and hardware installations and repairs will be handled by site-based technology personnel.
  - b. The technology director shall assign a project team or other resources as necessary for larger scale rollouts of hardware and/or software.
  - c. The technology director shall maintain a work order system to address technology set-up and repair needs that are beyond the capability of individual schools.
4. Hardware and software will be accounted for upon delivery and held in a secure location until deployment. The security of assets and the application of fixed asset tags and other administrative tasks are the responsibility of the fixed asset designee at the receiving site.
5. All software and hardware is to be tested on an isolated network environment prior to the installation in a live school environment.

## II. BRING YOUR OWN TECHNOLOGY (BYOT) INITIATIVE

Any plan developed by the superintendent to allow staff and students the option to use their personal electronic devices in place of, or along with, their school system assigned devices will be presented to the board for approval before implementation. The plan will include, at a minimum, all the requirements established in policy 3220, Technology in the Educational Program, all applicable State Board of Education policies, and state and federal laws.

Strategies for implementing a BYOT initiative will follow those established in this regulation.

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