



TECHNOLOGY RESOURCES INVENTORY

USER GUIDE

SCHOOL INSTRUCTIONS

Florida **Innovates**

Tools to Determine Technology Availability and Integration



<http://www.flinnovates.org/TRI>



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HELPFUL LINKS

THE SPRING 2015 TECHNOLOGY RESOURCES INVENTORY WEBSITE:

[HTTP://WWW.FLINNOVATES.ORG/TRI](http://www.flinnovates.org/tri)

FLDOE WIRELESS GUIDELINES

[HTTP://WWW.FLDOE.ORG/CORE/FILEPARSE.PHP/5658/URLT/0097848-WIRELESS-TECH-SPECS.PDF](http://www.fldoe.org/core/fileparse.php/5658/urlt/0097848-wireless-tech-specs.pdf)

TECHNOLOGY INTEGRATION MATRIX

[HTTP://FCIT.USF.EDU/MATRIX/](http://fcit.usf.edu/matrix/)

FLORIDA DEPARTMENT OF EDUCATION TECHNOLOGY GUIDELINES

[HTTP://WWW.FLDOE.ORG/CORE/FILEPARSE.PHP/5658/URLT/0097849-DEVICE-BANDWIDTHTECHSPECS.PDF](http://www.fldoe.org/core/fileparse.php/5658/urlt/0097849-device-bandwidthtechspecs.pdf)

2015 Technology Resource Inventory School Instructions

Important Information

New Feature for the 2015 Survey:

Hover mouse over the gray prepopulated field of data to view more details: The data in gray is only for reference, it is not complete until you enter a number in the field.


FTE Count	Total Classrooms
304	40

Previous inventory value: 40 - Current inventory value:

Save and Exit

Save and Exit: Provide you with two options once you click the button. See **Save and Exit** for more explanation on this new feature.

Instructions:

- I. Navigate to the following web address: <http://flinnovates.org/TRI>
- II. Click on . Your District Coordinator will provide you with your school's username and password.



The screenshot shows the homepage of the Technology Resources Inventory. At the top left is the Florida Department of Education logo. The main heading is "Technology Resources Inventory". Below this is a large image of children in a computer lab. To the right of the image is a "SIGN IN" button and a paragraph of text: "Please [login](#) using your school ID and the password provided by your district coordinator." Below the sign-in section is a paragraph: "The Technology Resources Inventory solicits responses from K-12 principals about technology and its utilization at their respective schools." At the bottom, there are three columns of links for reports: "2014 Fall Reports" (School Inventory Report, District Inventory Report), "2014 Spring Reports" (School Inventory Report, School Inventory Summary), and "2013 Fall Reports" (School Survey Report, District Survey Report). A copyright notice is at the very bottom.

- III. Once you are logged in you will come to the survey page where you will make all your entries for this survey. All 26 questions are on one webpage. Scroll down the page to view all the questions.

IV. Answer all 26 questions. For more detailed information about each question, see the **FAQ Page** included in this document. **Note:** Data from the previous year's survey will show up in gray. You will still need to enter in the information in the field. This is only for reference; the field is not complete until data has been entered in by the user. Click in the field and type the data for this year's survey.

1.

FTE Count	Total Classrooms
304	40

FTE Count will be prepopulated in gray; you still need to enter in this information. The grey data is for reference only. Even if your information did not change for the current year, **it will still need to be entered in the field.**

Total Classrooms: Enter in the total number of classrooms that are being used for the current fiscal school year.

2.

School or District Website:	http://www.bayside.k12.fl.us
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School or District Website: If your school has your own website, enter in the web address. If not, enter in the district's web address.

3.

Internet Service Provider, ISP:
Choose one or more ISP for your school.

Internet Service Provider	Number of IEEE 802.11n or greater Wireless Access Points used in classroom setting	Number of Wireless Access Points less than IEEE 802.11n used in classroom setting
<input checked="" type="checkbox"/> District Wide Area Network (WAN)	1	
<input type="checkbox"/> Third Party Internet Service Provider (ISP)		
<input type="checkbox"/> Department of Management Services (DMS / FIRN)		
<input type="checkbox"/> (Other)		

Count the Access Points that are compliant and that are not compliant with the Wireless Standard IEEE 802.11n.

For more information: Go to the FLDOE Wireless Technology Guidelines:

<http://www.fldoe.org/core/fileparse.php/5658/urlt/0097848-wireless-tech-specs.pdf>

Type or use the arrows to provide the number of Access Points used for the classroom setting.

4. Type of Physical Network Connections: Click on all the Internet connections that apply for your school. To the right of each connection, type or use the arrows to enter in the Max Physical Port Speed in Mbps.

For **connection type**, you must select both column types. For example: If you specify Fiber and shared, you must select either WAN/DAN or ISP.

Type of Physical Network Connection:			MAX Physical Port Speed in Mbps:
Internet Connection Type:			
Fiber:	<input type="checkbox"/> Shared <input type="checkbox"/> Dedicated	<input type="checkbox"/> WAN/DAN <input type="checkbox"/> ISP	100
Copper:	<input type="checkbox"/> Shared <input type="checkbox"/> Dedicated	<input type="checkbox"/> WAN/DAN <input type="checkbox"/> ISP	
Wireless:	<input type="checkbox"/> Shared <input type="checkbox"/> Dedicated	<input type="checkbox"/> WAN/DAN <input type="checkbox"/> ISP	
Other:	<input type="checkbox"/> Shared <input type="checkbox"/> Dedicated	<input type="checkbox"/> WAN/DAN <input type="checkbox"/> ISP	

5. Refer to the **FAQ Page** in this packet for more information, such as: detailed computer specifications and descriptions of devices. Type or use the arrows to enter in the devices by Operating System. Note: Total Student Devices Row and Device Totals Row will automatically calculate. Note: Include Chromebooks under Mobile Devices.

All Student Instructional Devices by Operating System (Meeting Computer Specifications)							
	Operating System						Device Totals
	Windows-Based OS	Mac-Based OS	Android-Based OS	iOS-Based OS	Linux-Based OS	Chrome-Based OS	
Student Instructional Desktop Computers	<input type="text"/>	<input type="text"/>				<input type="text"/>	<input type="text"/>
Student Instructional Mobile Computers (Laptops, Netbooks, Ultrabooks)	<input type="text"/>	<input type="text"/>				<input type="text"/>	<input type="text"/>
Student Large Screen Tablets (9.5 inch screen size or larger)	<input type="text"/>		<input type="text"/>	<input type="text"/>			<input type="text"/>
Total Student Devices	0	0	0	0	0	0	0

Computers Meeting Specifications

Platform – PC – Windows

- 1 GHZ or faster processor
- 1 GB RAM or greater memory
- 1024 x 768 screen resolution
- 9.5 inch (10 inch class) or larger screen size measured diagonally
- Windows 7 or higher

Platform – Apple

- 1 GHZ or faster processor
- 1 GB RAM or greater memory
- 1024 x 768 screen resolution
- 9.5 inch (10 inch class) or larger screen size measured diagonally
- Mac OS X 10.7 or higher

Platform – Chromebook

- 1 GHZ or faster processor
- 1 GB RAM or greater memory
- 1024 x 768 screen resolution
- 9.5 inch (10 inch class) or larger screen
- Chrome OS 19 or newer
- FSA Requires Chrome OS 31 or Newer
- TestNav 8.2 Requires Chrome OS 35 or Newer

6. Type or click on the arrows to enter the total Student Computers which are NOT meeting specifications. Refer to [Table 1](#) for detailed specifications.

Student Instructional Computers Not Meeting Specifications	Not Meeting Specifications
Student Desktop Computers:	<input type="text"/>
Student Instructional Mobile Computers (laptops, netbooks, ultrabooks):	<input type="text"/>
Student Chromebooks:	<input type="text"/>
Student Tablets:	<input type="text"/>
Student Instructional Computers Not Meeting Specifications Totals:	<input type="text"/>

7. Type or use the arrows to enter in all the Student Desktops and Mobile Devices by Location. Only specify one location per computer, even if the computer physically changes location during the day. Also only include computers that meet specifications. Refer to [Table 1](#) for detailed specifications. Mobile Devices for this question includes Laptops, Netbooks, Ultrabooks, and/or Chromebooks.

Student Desktop and Mobile Computers by Location (Meeting Computer Specifications)			
	Total number of <u>mobile</u> computers which <u>meet or exceed</u> the device specifications	Total number of <u>desktop</u> computers which <u>meet or exceed</u> the device specifications	How many of these computers are used for online testing?
Library media center	<input type="text"/>	<input type="text"/>	<input type="text"/>
Classrooms (including portables, resource rooms, etc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Computer labs serving general education	<input type="text"/>	<input type="text"/>	<input type="text"/>
Computer labs serving select student populations (i.e., special education, career and technical education, credit recovery, virtual schools, etc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other student gathering places (i.e., cafeteria)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile carts (student laptops within mobile carts)	<input type="text"/>		<input type="text"/>
Grand Totals	0	0	0

8.

Digital Learning Devices	Number Available
Projection devices that enable classroom viewing of computer signal	<input type="text"/> ▲▼
Large screen monitor or flat panel capable of video input from computer	<input type="text"/> ▲▼
Interactive white board or interactive projectors	<input type="text"/> ▲▼
Sets of personal response system/clicker technology	<input type="text"/> ▲▼
Digital cameras	<input type="text"/> ▲▼
Digital video cameras	<input type="text"/> ▲▼
Digital scientific probes	<input type="text"/> ▲▼
Digital microscopes	<input type="text"/> ▲▼
Hand-held graphing calculators	<input type="text"/> ▲▼
Document cameras	<input type="text"/> ▲▼
Sound enhancement systems	<input type="text"/> ▲▼
Wireless Interactive Slates	<input type="text"/> ▲▼
MP3 players	<input type="text"/> ▲▼
Digital Pens	<input type="text"/> ▲▼
Smart Tables	<input type="text"/> ▲▼
Webcams	<input type="text"/> ▲▼
Scanners	<input type="text"/> ▲▼
Other:	<input type="text"/> ▲▼

Digital Learning Devices: Type or click on the arrows the number of usable available devices for your school. Do not include broken, non-working devices, unless preparations are being made to fix said devices during the current fiscal school year. Type any other devices not listed on the bottom row.

9. **Teacher/Administrative Computers:** Type or click on the arrows to enter in the number of Teacher/Administrative Computers BOTH meeting specifications and not meeting specifications. Refer to [Table 1](#) Count only non-instructional computers which are not available for student use.

Teacher/Administrative Computers		
	Meeting Specifications	Not Meeting Specifications
Teacher Desktops	<input type="text" value="2"/> ▲▼	<input type="text" value="0"/> ▲▼
Teacher Mobile Computers (laptop/netbook)	<input type="text" value="30"/> ▲▼	<input type="text" value="10"/> ▲▼
Administrative Desktops	<input type="text" value="4"/> ▲▼	<input type="text" value="7"/> ▲▼
Administrative Mobile Computers (laptop/netbook)	<input type="text" value="5"/> ▲▼	<input type="text" value="5"/> ▲▼

10.

Number of staff who participated in professional development opportunities addressing the integration of technology into the curriculum	
	Number
Administrators	<input type="text" value="5"/> ▲▼
Technology Specialists	<input type="text" value="1"/> ▲▼
Library Media Specialists	<input type="text" value="1"/> ▲▼
Teachers	<input type="text" value="45"/> ▲▼

Type or click on arrow for the number of staff by category who participate in professional development training in integrating technology into the curriculum.

11. Type or click on the arrows to enter in the **number of classrooms** (NOT the number of computers) with the specified Internet Connection Types. See [FLDOE Wireless Guidelines](#) for more information on wireless standard 802.11n.

New to 2015: Classrooms that have an access point to serve at most 10-15 students wirelessly. **Count only the classrooms, not the number of access points, nor the number of computers.**

# Classrooms	Internet Connection Type:
<input type="text" value="40"/> ▲▼	Classrooms with high-speed Internet connection
<input type="text"/> ▲▼	Classrooms with wireless connection, not to specification
<input type="text"/> ▲▼	Classrooms with wireless connection meeting IEEE 802.11n standard or greater
<input type="text"/> ▲▼	Classrooms, meeting the 802.11n or higher wireless standard, that have an access point to serve at most 10-15 students wireless.

12.

Bring Your Own Device Policy (BYOD)

Do You have a BYOD Policy?

We have a written policy at our school allowing students to bring and use personal mobile/hand-held computing devices.

We are currently developing a policy at school to allow students to bring and use personal mobile/hand-held computing devices.

No policy at school related to the use of students' personal mobile/hand-held computing devices (District-level policy may exist).

School policy does not allow the use of students' personal mobile/hand-held computing devices

If yes, does your BYOD policy allow:

Students to bring and use personal mobile/hand-held computing devices.

Students to bring and use personal mobile/hand-held computing devices, but only certain classes or grades.

Does NOT allow students to bring and use personal mobile/hand-held computing devices.

If your policy is published on the Internet, please provide the url:

Students are permitted to bring and use the following devices at school (check all that apply):

Laptop

Netbook

Chromebook

Tablet/iPad

iPod/Zune/MP3 player

Cell phone

None of the above

Click on the correct statement which indicates whether or not your school has a Bring Your Own Device (BYOD) policy.

If your school publishes your BYOD policy online, type the web address here. If this statement does not apply, leave it blank.

If your school has a BYOD policy, click on all the devices the students are permitted to use in school. Leave blank if does not apply.

13.

Note: You may need your district network administrator's assistance in answering the question 13.

Allotted speed of Internet bandwidth available to the school in Mbps:				Maximum burstable speed amount in Mbps:	Percentage of bandwidth used at peak utilization in the school	# Network Switches in the School	Interconnect average speed of the switches in the school	Average Number of ports in the switches in the school
District WAN	Third-Party ISP	DMS / FIRN	Other	0	5	50	100	36
100	0	0	0					

Type or click on the arrows to choose the correct allotted speed of Internet Bandwidth available to your school in Mbps. More than one option may apply.

See the **FAQ page** in this document for more detailed description of the Right column options.

14. Indicate by clicking on the correct statement in which your school does or does not actively reduce or restrict the bandwidth for online assessment testing time periods.

Is Bandwidth reduced or restricted during online assessment testing? (Check all that apply)

No

Yes, this school cancels other normal computer or Internet usage during online assessment testing

Yes, this school restricts normal Internet usage during online assessment testing

Yes, this school prioritizes online assessment testing traffic

15.

	% of teachers regularly using this technology
Administrative tasks (lesson plans, grade books, reports, attendance, benchmark tracking)	100
Communicate to other school or district staff	100
Communicate to students or parents	100
Web 2.0 Tools (wikis, blogs)	0
Analysis of student assessment information (e.g., online assessment testing scores)	100
Video conferencing, Webinars	10
Webpage publishing	2
Podcasting	0
Online Coursework (Moodle, Blackboard, or Learning Management Systems)	2

Type or click on the arrows to indicate the percentage of instructional staff using technology for each category.

16. Type the number to indicate the percentage of the school's teachers who are regular users of primary instructional materials or related digital content resources.

<p>Estimate what percentage of your teachers who are regular users of digital content (primary instructional materials or related resources) for teaching and learning. (Enter "0" if none)</p>	<input style="width: 100px; text-align: center;" type="text" value="90"/>
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17. **What does the school perceive as the primary barrier for its teachers in integrating digital instructional materials into their regular classroom programs?**

<input type="checkbox"/> Access to digital delivery devices (i.e., computers, projection devices, hand-held devices) <input type="checkbox"/> Availability of materials <input type="checkbox"/> Bandwidth/network connectivity issues <input type="checkbox"/> Digital curriculum not applicable for our students <input checked="" type="checkbox"/> Funding for digital content <input type="checkbox"/> Need for professional development and instructional support <input type="checkbox"/> Teacher readiness <input type="checkbox"/> Technical support <input type="checkbox"/> Time constraints for appropriate professional learning <input type="checkbox"/> No barriers

Click on all that apply. This question is to determine what barriers your school perceives which are preventing teachers from integrating digital instructional materials into regular classroom programs.

18. Click on all that apply. This question is to determine how your school evaluates teacher technology literacy. Type in the box any other ways your school may evaluate teacher technology literacy.

<p>How does your school evaluate teacher technology literacy? (Check all that apply)</p> <input type="checkbox"/> Classroom observation <input type="checkbox"/> Florida Inventory of Teacher Technology Skills – ITTS <input type="checkbox"/> District-developed performance assessments <input type="checkbox"/> Vendor-developed performance assessments <input type="checkbox"/> Portfolios <input type="checkbox"/> Self-assessment <input type="checkbox"/> Surveys <input type="checkbox"/> Other: <input style="width: 100%; height: 20px;" type="text"/> <input checked="" type="checkbox"/> We do not monitor teacher literacy in technology

Click here if your school does not evaluate teacher technology literacy.

19. Click on the appropriate option to indicate whether or not your school is using the [Technology Integration Matrix](#) (TIM), produced by the Florida Center for Instructional Technology. Type any other way your school may be using the TIM in the box.

Check this button, if your school does **NOT** use the TIM, click here.

<p>How is your school using the Technology Integration Matrix? (http://fcit.usf.edu/matrix)</p> <input type="checkbox"/> Best practice awareness <input type="checkbox"/> School improvement planning <input type="checkbox"/> Teacher observation/evaluation <input type="checkbox"/> Teacher professional development <input type="checkbox"/> Technology integration monitoring <input type="checkbox"/> Other: <input style="width: 100%; height: 20px;" type="text"/> <input checked="" type="checkbox"/> Our school is not currently using the Technology Integration Matrix

20. Click on all options that apply to how your school evaluates student technology literacy skills.

How does your school evaluate student technology literacy skills? (Check all that apply)

- Classroom observation
- Florida Student Tool for Technology Literacy – ST2L
- District-developed performance assessments
- Vendor-developed performance assessments
- Portfolios
- Self-assessments
- Surveys
- Required coursework to address technology literacy skills
- We do not monitor student literacy in technology

21. Type or click on the arrows to indicate the **percentage** of students with access to computers and internet access outside of school.

Choose how these percentages were determined. Indicate any other way that your school determines access in the text box.

Approximately, what percentage of your students have the following access outside of school?	% of Students with	
A computer	35	▲▼
Internet access	30	▲▼

How were these percentages determined?
(check all that apply)

- Number of parent email addresses provided
- Number of parents signed up for online portal (for grades, attendance, etc.)
- Student poll
- Survey
- Other

estimate

22.

Which of the following best describes the access to technology that you provide for students?
(check all that apply)

- No student access outside of the school day.
- Students may access technology on campus during school hours.
- Students may access the school internet on campus during school hours.
- Students may access technology during extended-day hours.
- Students may access school internet during extended-day hours.

Check all that apply for which best describes the access to technology that the school provides to the enrolled students.

23.

Check all that apply for which best describes the contribution your school's technology program makes to the parents of enrolled students.

Which of the following contributions does your school technology program make to parents or the community?
(check all that apply)

- We are making an effort to increase technology awareness through parent events (e.g., PTA presentations, newsletters, web sites, etc.)
- We offer access to technology at our school.
- We have partnered with our community to establish technology centers in locations other than the schools.
- We offer hand-on technology training.
- We have no program to increase awareness or provide access.
- Other:

24.

Which of the following best describes the technology access you provide for parents and the community?
(check all that apply)

- No community or parent access.
- Community members may access technology on campus during school hours.
- Community members may access technology on campus during extended-day hours.
- Parents of our students may access technology on campus during school hours.
- Parents of our students may access technology during extended-day hours.

Check all that apply for which best describes the access to technology that the school provides to the parents of enrolled students and to the community.

25.

Check all methods your school employs in addressing internet safety.

Type any other methods your school may use to employ internet safety.

Which of the following methods is your school employing to address Internet safety?
(check all that apply)

- Using vendor-created curriculum
- Using district-created curriculum
- Train personnel about topics such as digital citizenship, plagiarism, copyright laws and cyberbullying
- Distributing informational materials to parents on Internet Safety
- Providing teachers and parents websites and other resources about Internet Safety
- Working with law enforcement (including school resource officers) to provide teachers, parents, and students with Internet Safety websites, resources, and training
- Internet filtering and monitoring (school or district level)
- Other:

26.

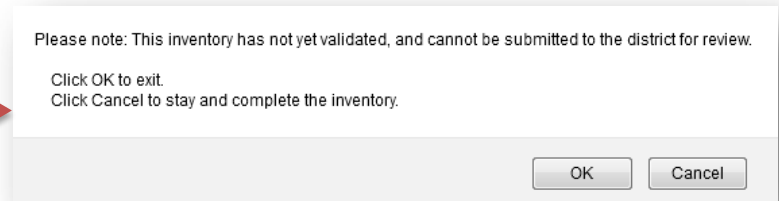
Indicate if the students at your school are using the listed types of programs by clicking on either the yes or no for each question.

26. Do the students in your school use the following types of programs?	No	Yes
Drill and practice software	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Integrated Learning Systems (ILS: comprehensive software with assessment, diagnostics, and computer-based curriculum)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Creativity Tools (paint/draw, desktop video, sound-editing, presentation)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Simulation software (Frog Dissector, Oregon Trail, SimCity)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Tool-based software (graphic organizers, word processors, spreadsheets, databases, webpage development)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Research / Reference Tools (Internet, encyclopedias)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Communication (email, instant messaging)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Web 2.0 (wikis, blogs)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Open source productivity suites (e.g., OpenOffice, GNOME Office)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Content-Specific (e.g., Brainpop)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Credit Recovery (e.g., PLATO Learning)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Technology Tutorials (e.g., Atomic Learning)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Video Streaming (e.g., Discovery Education Streaming, Safari Montage)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Computer and Technology-related Programming	<input type="checkbox"/> No	<input type="checkbox"/> Yes

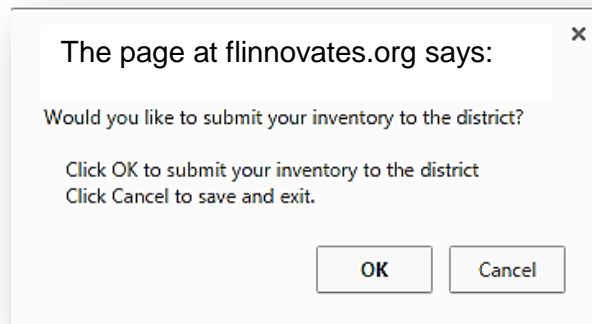
- V. **Save and Exit.** Click on this button to save and exit. The Save and Exit button runs the validations on the Inventory.



If your information is not complete you will get this message:
Click **OK** to exit for now, or **Cancel** to return to the inventory.



- VI. Once everything is correct and has been validated by the system, you can click on **OK** to submit your inventory to the district for district review or **Cancel** and come back another time.



Frequently Asked Questions: *(click on the link to go to the question)*

FTE COUNT_ (Prepopulated Data)

1. [Total Classrooms](#)
2. [School or District Website](#)
3. [Internet Service Provider](#)
4. [Type of Physical Network Connection](#)
5. [All Student Instructional Devices by Operation System \(Meeting Computer Specifications\)](#)
 - [Desktop computers](#)
 - [Mobile computers](#)
6. [Student Instructional Devices by Operating System \(Not Meeting Computer Specifications\)](#)
7. [Student Desktop and Mobile Devices by Location \(Meeting Computer Specifications\)](#)
8. [Digital Learning Devices](#)
9. [Teacher/Administrative Computers](#)
10. [Number of staff who participated in professional development opportunities addressing the integration of technology into the curriculum during the fiscal school year](#)
11. [Number of Classrooms by their Internet connections](#)
12. [Bring Your Own Device Policy \(BYOD\)](#)
13. [Allotted Speed of Internet Bandwidth Available to the School in Mbps](#)
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15. [Percentage of Teachers Regularly Using This Technology](#)
16. [Estimate What Percentage of Your Teachers Are Regular Users of Digital Content?](#)
17. [What Does the School Perceive as the Primary Barrier to Using Digital Instructional Materials in the Classroom?](#)
18. [How Does Your School Evaluate Teacher Technology Literacy](#)
19. [How is Your School Using the Technology Integration Matrix?](#)
20. [How Does Your School Evaluate Student Technology Literacy](#)
21. [Approximately, What Percentage of Your Students Have Computer and/or Internet Access Outside of School](#)
22. [Which of the Following Best Describes the Access to Technology That You Provide for Students](#)
23. [Which of the Following Contributions Does Your School Technology Program Make to Parents or the Community](#)
24. [Which of the Following Best Describes the Access to Technology That You Provide for Parents and the Community](#)
25. [Which of the Following Methods is Your School Employing to Address Internet Safety](#)
26. [Do the Students in Your School Use the Following Types of Programs?](#)

[Table 1: FLDOE Computer Specifications](#)

[FLDOE Wireless Guidelines](#)

[Glossary](#)

FTE COUNT - Full-time equivalent (FTE) students used in the Florida Education Finance Program (FEFP) funding calculations. **Please Note:** The FTE Count is prepopulated with 2014-2015 4th Calculations.

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- 1. Total Classrooms** – Classrooms in a school are defined as a room where classes are held at least 50% of the day. Enter the total number of classrooms in the school.

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- 2. School or District Website:** Enter the Internet web address of the school or district.

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- 3. Internet Service Provider** – Select the entity that provides Internet access and other related services to the school. Select all that apply.

Number of IEEE 802.11n or greater Wireless Access Points used in classroom setting: Enter the physical total number of wireless access points used in the school's classroom settings that meet the IEEE 802.11n or greater Wireless Standard specified by the FDOE. These may, or may not, be physically located in a classroom. For example, they may be in a hallway, but service a classroom or classrooms. [View the Wireless guidelines](#)

Number of Wireless Access Points less than IEEE 802.11n used in classroom setting: Enter the physical total number of wireless access points used in the school's classroom settings that do not meet the wireless guidelines specified by the FDOE.

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- 4. Type of Physical Network Connection:**

This question seeks to determine the size and type of the physical network pipe into the school. **For Example:** You may have 100MB going out to the school.

For the connection type, specify whether the school has fiber, copper, wireless, or some other connection type. Select whether that connection type is **Shared** with another site (other than the school listed at the top of this inventory) or **Dedicated** to (or owned by) that school. For **Dedicated**, this means the connection into the school is not shared with another group of students other than the students associated with the school. Then, select what type of connection it is, whether it is a Wide Area Network/District Area Network (**WAN/DAN**) or Internet Service Provider (**ISP**).

Note: If you have a shared connection and do not know how much to enter, take the total network speed out to the schools and divide by the number of schools.

For each physical connection type, indicate the maximum physical router/switch port speed available for that connection in megabits per second (Mbps).

For Example: If you share 100MB connection between 5 schools, divide by 5. The school that for which the survey you are filling out will receive its share of the sum results.

Note: you may need your district network administrator's assistance in answering this question.

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5. All Student Instructional Devices by Operating System (Meeting Computer Specifications):

The count of computer devices in this question will be used to report the number of available student instructional devices. Devices counted in this question must meet the minimum computer specifications found here: <http://www.fldoe.org/about-us/division-of-technology-info-services/bureau-of-edu-tech.stml> . Please include the count of all devices that are available for any student instruction regardless of the funding source used to purchase the device.

Enter in this section the number of student instructional computer devices that meet the device standards specified by FDOE.

Desktop computers are defined as a computer device that is designed to stay in a single location, powered from an external power source, and connected to a wired network port. The operating system may be Windows, Apple, or Linux.

Mobile computers are defined as a computer device that is designed to change locations. These may or may not be on a mobile cart. They have access to an internal battery power source and may be connected to the network either wireless or wired. Mobile computers for this section are defined as laptops, netbooks, or Ultrabooks. The operating system may be Windows, Apple, or Linux.

Table 1:
Computers
Meeting
Specifications

Computers Meeting Specifications	
Platform – PC – Windows	<ul style="list-style-type: none"> 1 GHZ or faster processor 1 GB RAM or greater memory 1024 x 768 screen resolution 9.5 inch (10 inch class) or larger screen size measured diagonally Windows 7 or higher
Platform – Apple	<ul style="list-style-type: none"> 1 GHZ or faster processor 1 GB RAM or greater memory 1024 x 768 screen resolution 9.5 inch (10 inch class) or larger screen size measured diagonally Mac OS X 10.7 or higher
Platform – Chromebook	<ul style="list-style-type: none"> 1 GHZ or faster processor 1 GB RAM or greater memory 1024 x 768 screen resolution 9.5 inch (10 inch class) or larger screen Chrome OS 19 or newer FSA Requires Chrome OS 31 or Newer TestNav 8.2 Requires Chrome OS 35 or Newer

Student Chromebooks are defined as the operating system as being Google Chrome.

Student Large Screen Tablets are defined as devices with a 9.5 inch screen size or greater and meet the minimum FDOE specifications. The operating system may be Windows, Apple, or Linux.

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6. All Student Instructional Devices by Operating System Not Meeting Specifications:

If there are additional student instructional devices that are in use at the school, please report the number of devices by type. Please refer [Table 1](#) (Computer Specifications). For this section, please count all Desktops and Mobile Devices that **do not** meet the specifications.

7. Student Desktop and Mobile Devices by Location (Meeting Computer Specifications)

Enter the number of student instructional desktop or mobile computers by their location in the school. Only include computers that meet the standard specifications ([see Table 1](#)). Only enter **one** location per computer, even if the computer changes location. **Note:** For the purposes of this question, count Chromebooks as mobile computers.

Please enter the location and quantity of student computers that are available for online assessments. This number should be equal or less than the total number of student computers available at the school.

8. Digital Learning Devices: Enter the number available of usable working devices for each of this section's categories. These devices should be available to student instruction and digital learning. If none are available for that category, enter 0.

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9. Teacher/Administrative Computers: Enter the number of teacher/administrative desktop and mobile computers (laptops and netbooks) that meet and do not meet the computer device specifications defined by FDOE in [table 1](#). Count only non-instructional computers which are not available for student use.

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10. Number of staff who participated in professional development opportunities addressing the integration of technology into the curriculum during the fiscal school year: Enter the number of administrators, technology specialists, library media specialists, and teachers who received in-service professional development training opportunities, which addressed the integration of technology into the curriculum, during the current fiscal school year. Enter '0' if none.

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11. Number of Classrooms by their Internet connections: This question measures the amount of wireless internet access available to students in classrooms for digital learning. For each field, enter the number of classrooms **not** the number of computers in the classroom.

Field 1 – The total number of classrooms at the school that have any type of high-speed internet connection. This could be wireless or wired internet connection.

Field 2 – Classrooms with any type of wireless internet connection. These classrooms may or may not meet the connection specifications.

Field 3 – Classrooms that have a wireless internet connection using an access point of IEEE 802.11n standard or greater. Additionally, there should be no structural walls or physical barriers between the students and

the wireless access points. Schools should also have wireless controller technology to enable access point load-balancing for optimum wireless point utilization.

Field 4 (*New to 2015:*) – Classrooms that have a wireless IEEE802.11n or greater **and** the access point serves at most 10-15 students. This will be a subset of the number of classrooms reported in field 3. Additionally, there should be no structural walls or physical barriers between the students and the wireless access points. Schools should also have wireless controller technology to enable access point load-balancing for optimum wireless point utilization.

Please Note: Count only the classrooms, not the number of access points, nor the number of computers. Additionally, wireless access

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12. **Bring Your Own Device Policy (BYOD):** In this section, indicate whether or not your school has a BYOD policy, or whether your school or district is developing a BYOD policy. If you school does have a BYOD policy, indicate how your students use their personal computer devices.
If your policy is published on the internet, please type in the web address for the district or school's policy.

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13. **Allotted Speed of Internet Bandwidth Available to the School in Mbps:** The purpose of this question is to calculate the amount of bandwidth available for students digital learning at the school site. *NOTE:* You may need your district network administrator's assistance in answering the following questions.

Columns to the left enter the maximum allotted speed amount of Internet bandwidth in Mbps to your school as provided by your district network administrator. Indicate the Mbps amount by the type of Internet service available; *for example*, District WAN, or third-party ISP, or DMS/FIRN, or other.

Think of this question as trying to determine the amount of internet bandwidth theoretically allotted to the school from within a shared wide area network (WAN) infrastructure, all utilizing a shared Internet Service Provider (ISP). As opposed to the network speed of the WAN connection the school physically has in place to receive all network traffic (question # 4). *For example*, the district network administrator may have physically provided the infrastructure in the school to receive 100 Mbps, but the available shared internet bandwidth of 100 Mbps beyond the school that is provided by the district WAN for all the schools in the district will only provide 10 Mbps during peak loads. The allotted speed of the internet bandwidth available would be 10 Mbps. Alternatively, you may have a 1GB Internet connection going out from the district that is shared among 10 schools, each school would receive a portion of that 1GB connection.

Columns to the right,

Burstable Internet speed: measures bandwidth based on peak use and allows usage to exceed a specified threshold for brief periods of time without the financial penalty of purchasing a higher Committed Information Rate (CIR, or commitment) from an Internet service provider (ISP).

Please check with your district if your school uses Burstable Speed if you are unaware. Leave this question blank if your school or district does not utilize Burstable Speed.

Bandwidth used at peak utilization in the school: Enter in what is the percentage of bandwidth that is used at peak utilization periods in the school, such as at times of school wide online assessment testing.

Switches available in the school: Enter in the number of switches that are in use at the school level.

Interconnect Average Speed of the switches in the school: Enter in the speed of the switches.

Average number of Ports in the switches in the school: Enter the average count of ports in the switches.

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For example, your school may have 3 main distribution frame (MDF) switches connected by 1 GB fiber connection, and 2 intermediate distribution frame (IDF) switches connected by 1 GB fiber connections to each other and to the MDF switches. You would count 5 switches in the # of Network switches column and 1 GB in the Interconnect average speed column. If two of the MDF switches have 12 ports and the remaining switches have 48 ports, you would enter "48" in the last column.

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14. **Is Bandwidth Reduced or Restricted during Online Assessment Testing:** Indicate if the bandwidth is reduced or restricted during online assessment testing.

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15. **Percentage of Teachers Regularly Using This Technology:** Enter the percentage of your school's teachers who use the technology types listed in this section. If none, please enter "0".

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16. **Estimate What Percentage of Your Teachers Who Are Regular Users of Digital Content for Teaching and Learning?** Indicate the percentage of the school's teachers who are regular users of primary instructional materials or related digital content resources.

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17. **What Does the School Perceive as the Primary Barrier for the School's Teachers in Integrating Digital Instructional Materials into their Regular Classroom Programs?** Select from the list the items that may be perceived as the primary barrier in your school to using digital instructional materials.

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18. **How Does Your School Evaluate Teacher Technology Literacy:** Indicate in this section all that apply to the methods that your school uses to evaluate teacher technology literacy. Technology literacy is defined as *the ability to responsibly use appropriate technology to communicate, solve problems, and access, manage, integrate, evaluate, and create information to improve learning in all subject areas and to acquire lifelong knowledge and skills in the 21st century.*

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19. **How is Your School Using the Technology Integration Matrix?** Indicate whether-or-not your school is using the [Technology Integration Matrix](#), produced by the Florida Center for Instructional Technology.

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20. **How Does Your School Evaluate Student Technology Literacy:** Indicate in this section all that apply to the methods that your school uses to evaluate student technology literacy. Technology literacy is defined as *the ability to responsibly use appropriate technology to communicate, solve problems, and access, manage, integrate, evaluate, and create information to improve learning in all subject areas and to acquire lifelong knowledge and skills in the 21st century.*

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21. **Approximately, What Percentage of Your Students Have Computer and/or Internet Access Outside of School:** Indicate the percentage of the school's students who have access to a computer or Internet access outside the school. This may be at home, local library, or community access.

How were these Percentages Determined: Check all items that apply to how you determined the percentage of students in your school who have computer and/or Internet access outside of school.

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22. **Which of the Following Best Describes the Access to Technology That You Provide for Students:** Indicate in this section all that may apply to the technology access that your school provides to its students.

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23. **Which of the Following Contributions Does Your School Technology Program Make to Parents or the Community:** Indicate all that apply in regards to the efforts that your school makes to increase technology awareness in your community.

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24. **Which of the Following Best Describes the Access to Technology That You Provide for Parents and the Community:** Indicate all that apply to the technology access that your school provides for parents and the community.

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25. **Which of the Following Methods is Your School Employing to Address Internet Safety:** Indicate all that apply to the methods used by your school in addressing Internet Safety.

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26. **Do the Students in Your School Use the Following Types of Programs?** Check Yes or No to indicate whether-or-not your students use the digital learning environment programs listed in this section.

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Glossary

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This document contains definitions of all of the terms that are used throughout the Technology Resource Inventory, including descriptions of what types of computers are to be counted in each of the categories.

TERM	DEFINITION
Administrative Computer	Computers used by administrative or student support staff in main offices, principals' offices, media specialists' work areas, guidance counseling offices, etc. Students have no access to these machines.
Burstable contract amount	Burstable bandwidth is when usage is allowed to exceed a specified threshold for brief periods of time
Desktop Computer	Fully-functioning operating system (Windows, Apple, Linux, etc.); supports installation of software; a computer that is designed to stay in a single location; cannot be powered from an internal battery and must remain connected to a wall outlet
Hand-held device	A device with a modified operating system; supports installation of applications; small device typically having a touchscreen and/or miniature keyboard and weighing less than 2 pounds
High-speed Internet connection	Connected via DSL, cable, or satellite; Typically refers to anything faster than dial-up (56 kbit/sec)
IEEE 802.11n	A wireless networking standard that uses multiple antennas to increase data rates
Instructional Computer	A computer used by students for instructional purposes. These are most often located in classrooms, media centers, and instructional labs.
Instructional Computer Specifications	<ul style="list-style-type: none"> • 1 GHZ or faster processor • 1 GB RAM or greater memory • 1024 x 768 screen resolution • 9.5 inch (10 inch class) or larger screen size measured diagonally • Windows 7 or higher –OR– • Mac OS X 10.7 or higher
Large Screen Tablet Specifications	<ul style="list-style-type: none"> • 1024 x 768 screen resolution • 9.5 inch or larger screen size measured diagonally • Android 4.0 or newer (with 1 GB RAM or greater) –OR– • iPad 2 or newer running iOS6 or newer (with 512 MB RAM or greater) –OR– • Windows 8 or newer (with 1 GB RAM or greater) –OR– • Chrome OS 19 or newer
Mobile Computer	Fully-functioning operating system (Windows, Apple, Linux, etc.); supports installation of software; a computer that is designed to change location; has an internal battery
Netbook	Smaller notebooks optimized for low weight and low cost – netbooks omitted certain features (e.g., the optical drive), featured smaller screens and keyboards, and offered reduced computing power when compared to a full-sized laptop. Netbooks range in size from below 5" screen diagonal to 12". A typical weight is 2.2 pounds.

Network Switch	A computer networking device that is used to connect devices together on a computer network
Small Screen Tablet	Smaller than 9.5 inch screen size measured diagonally
Technology literacy	The ability to responsibly use appropriate technology to communicate, solve problems, and access, manage, integrate, evaluate, and create information to improve learning in all subject areas and to acquire lifelong knowledge and skills in the 21 st century.
Ultrabook	An ultrabook is a higher-end type of subnotebook defined by Intel. Ultrabooks are designed to feature reduced size (less than 0.82 inches thick) and weight (usually less than 3.3 lbs.) without compromising performance and battery life. They use low-power Intel processors with integrated graphics and unibody chassis to fit larger batteries into smaller cases. Some models have limited external ports (e.g., USB) due to their extremely thin profile
Web-Thin Client Computer	Only provide a web browser, rely on web applications to provide general-purpose computing functionality
Wireless Access Point	A device that allows wireless devices to connect to a wired network using Wi-Fi

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Computers Meeting Specifications

Platform – PC – Windows

- 1 GHZ or faster processor
- 1 GB RAM or greater memory
- 1024 x 768 screen resolution
- 9.5 inch (10 inch class) or larger screen size measured diagonally
- Windows 7 or higher

Platform – Apple

- 1 GHZ or faster processor
- 1 GB RAM or greater memory
- 1024 x 768 screen resolution
- 9.5 inch (10 inch class) or larger screen size measured diagonally
- Mac OS X 10.7 or higher

Platform – Chromebook

- 1 GHZ or faster processor
- 1 GB RAM or greater memory
- 1024 x 768 screen resolution
- 9.5 inch (10 inch class) or larger screen
- Chrome OS 19 or newer
- FSA Requires Chrome OS 31 or Newer
- TestNav 8.2 Requires Chrome OS 35 or Newer

2015

Table 1:
Computers Meeting Specifications