

## Jackson Public School District | Technology Planning Guidance Elementary Division

### Points to remember:

- The goal for this document is to help schools think about “future proofing” the technology in the school.
- All classrooms, regardless of current function, should look the same. Space and furniture should always be a consideration when adding technology to a space.
- Schools should plan technology purchases to best leverage wireless infrastructure and think about “anytime, anywhere” devices and other technologies.
- Schools should plan their purchases to achieve technology balance and equity in their school.
- All classrooms should be 1:1 in each classroom in grades PK-5. Carts should be available in each classroom with a set of devices that stay in the classroom to use on-demand.
- All student 1:1 technology should be refreshed a minimum of once every four years. Device inventory should be managed to ensure 25% of the student devices are refreshed every year. *Best effort.*<sup>1</sup>

### All classrooms in an elementary school should have:

- A teacher with a laptop.
- Access to computers and/or wireless devices in the classroom for daily instruction at a 1:1 ratio.
- Access to carts for device charging and storage.
- Working projection.<sup>2</sup>
- Access to printing.
- Appropriate furniture.
- Elementary classrooms can have no more than one desktop per classroom. The computer must be plugged into a working network jack.

### Computer labs

#### All elementary schools can have one computer lab with:

- A minimum of 24 computers
- A maximum of 27 computers
- Projection
- B/W printer
- Appropriate furniture that guarantees 36” per workstation.
- All student computers in labs should be refreshed a minimum of once every five years. Device inventory should be managed to ensure 20% of the computer lab devices are refreshed every year. *Best effort.*<sup>3</sup>
- The lab must have cabling to support the desktop computers.

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<sup>1</sup> Four-year refresh cycle is based on chromebooks as the student device.

<sup>2</sup> Interactive panels do not need to be replaced when out of warranty if they work. They only need to be replaced if they are broken or there is additional functionality with a new board that is needed for instruction.

<sup>3</sup> Five-year refresh cycle is based on Windows devices in computer labs.

**Jackson Public School District | Technology Planning Guidance  
Elementary Division**

**Elementary Libraries**

All elementary libraries should have:

- At least 2 computers, but no more than 6 computers for student research and access to the card catalog. The number of computers depends on space available in the library.
- One dedicated desktop computer for the librarian for library management.
- All libraries must have a B/W printer.
- All libraries should have projection.

**Jackson Public School District | Technology Planning Guidance**  
**Middle School Division**

Points to remember:

- The goal for this document is to help schools think about “future proofing” the technology in the school.
- All standard instructional classrooms, regardless of current function, should look the same. Space and furniture should always be a consideration. Science labs, ICT, and other specialized instructional spaces can be different.
- Schools should plan technology purchases to best leverage wireless infrastructure and think about “anytime, anywhere” devices and other technologies.
- Schools should plan their purchases to achieve technology balance and equity in their school.
- All technology should be refreshed a minimum of once every five years.
- All classrooms should be 1:1 in each classroom in grades 6-8.
- All student 1:1 technology should be refreshed a minimum of once every four years. Device inventory should be managed to ensure 25% of the student devices are refreshed every year. *Best effort.*<sup>1</sup>
- Schools should maintain enough inventory to have a centrally managed loaner fleet for students.

All classrooms in a middle school should have:

- A teacher with a laptop.
- Access to computers and/or wireless devices in the classroom for daily instruction at a 1:1 ratio.
- Access to carts for device charging and storage (if necessary or desired).
- Working projection.<sup>2</sup>
- Access to printing.
- Appropriate furniture.
- Middle school classrooms can have no more than one desktop per classroom. The computer must be plugged into a working network jack.

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<sup>1</sup> Four-year refresh cycle is based on chromebooks as the student device.

<sup>2</sup> <sup>2</sup> Interactive panels do not need to be replaced when out of warranty if they work. They only need to be replaced if they are broken or there is additional functionality with a new board that is needed for instruction.

## Jackson Public School District | Technology Planning Guidance Middle School Division

### Computer labs (instructional, not dedicated instructional spaces)

All middle schools can have a maximum of two “flex-time” computer labs. Dedicated instructional labs for courses such as Cyber Foundations are not flex time.

- A minimum of 24 computers
- A maximum of 27 computers
- Projection
- B/W printer
- Appropriate furniture that guarantees 36” per workstation
- All student computers in labs should be refreshed a minimum of once every five years. Device inventory should be managed to ensure 20% of the computer lab devices are refreshed every year. *Best effort.*<sup>3</sup>.
- The lab must have cabling to support the desktop computers.

### Middle School Libraries

All middle school libraries should have:

- At least 4 computers, but no more than 8 computers for student research and access to the card catalog. The number of computers depends on space available in the library.
- One dedicated computer for the librarian for library management.
- All libraries must have a B/W printer.
- All libraries should have projection.

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<sup>3</sup> Five-year refresh cycle is based on Windows devices in computer labs.

## Jackson Public School District | Technology Planning Guidance High School Division

### Points to remember:

- The goal for this document is to help schools think about “future proofing” the technology in the school.
- All standard instructional classrooms, regardless of current function, should look the same. Space and furniture should always be a consideration. Science labs and other specialized instructional spaces can be different.
- Schools should plan technology purchases to best leverage wireless infrastructure and think about “anytime, anywhere” devices and other technologies.
- Schools should plan their purchases to achieve technology balance and equity in their school.
- All classrooms should be 1:1 in each classroom in grades 9-12.
- All student 1:1 technology should be refreshed a minimum of once every four years. Device inventory should be managed to ensure 25% of the student devices are refreshed every year. *Best effort.*<sup>1</sup>
- Schools should maintain enough inventory to have a centrally managed loaner fleet for students.

### All classrooms should have:

- A teacher with a laptop.
- Access to computers and/or wireless devices in the classroom for daily instruction at a 1:1 ratio.
- Access to carts for device charging and storage (if necessary or desired).
- Working projection.<sup>2</sup>
- Access to printing.
- Appropriate furniture.
- Middle school classrooms can have no more than one desktop per classroom. The computer must be plugged into a working network jack.

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<sup>1</sup> Four-year refresh cycle is based on chromebooks as the student device.

<sup>2</sup> <sup>2</sup> Interactive panels do not need to be replaced when out of warranty if they work. They only need to be replaced if they are broken or there is additional functionality with a new board that is needed for instruction.

## Jackson Public School District | Technology Planning Guidance High School Division

### Computer labs

All high schools can have a maximum of two “flex-time” computer labs.<sup>3</sup> Dedicated instructional labs for courses such as AP Computer Science or Graphic Design are not flex time.

- A minimum of 24 computers
- A maximum of 27 computers
- Projection
- B/W printer
- Appropriate furniture that guarantees 36” per workstation.
- All student computers in labs should be refreshed a minimum of once every five years. Device inventory should be managed to ensure 20% of the computer lab devices are refreshed every year. *Best effort*.<sup>4</sup>
- The lab must have cabling to support the desktop computers.

### High School Libraries

All high school libraries should have:

- At least 4 computers, but no more than 8 computers for student research and access to the card catalog. The number of computers depends on space available in the library.
- One dedicated computer for the librarian for library management.
- All libraries must have a B/W printer.
- All libraries should have projection.

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<sup>3</sup> Labs for special programs are not included and should be built and maintained as needed by the program sponsor.

<sup>4</sup> Five-year refresh cycle is based on Windows devices in computer labs.